

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
 MONDAY, JULY 15, 2013 – TIME: 4:00 P.M.
 COMMISSIONERS' MEETING ROOM, LENOIR COUNTY COURTHOUSE
 130 S. QUEEN ST., KINSTON, N.C.**

CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE: 5 Min. Est.

PUBLIC INFORMATION:

- | | | |
|-----|---|---------------|
| 1. | Items from Chairman/Commissioners: 10 Min. | Board |
| 2. | Items from County Manager: 5 Min. | Jarman |
| | CONSENT AGENDA: 10 Min. | ACTION |
| 3. | Approval of Minutes: Board Meeting: June 17, 2013 | Mervin/Jarman |
| 4. | Resolution Approving the Releases and Refunds to the Individuals Listed Herein | Board |
| | END OF CONSENT AGENDA | |
| | BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS: 40 Min. | |
| 5. | Budget Ordinance Amendment: General Fund: JCPC Parenting Matters: \$11,057: Increase | Kelly |
| 6. | Resolution Authorizing Lenoir County Cooperative Extensions' Acceptance of Environmental Trust Fund (PETF) Grant: \$9,568 | Kelly |
| 7. | Resolution Authorizing the Acceptance of a Grant in the Amount of \$48,119 from Eastpointe Human Services to Operate a Youth Targeted Prevention Site | Kelly |
| 8. | Budget Ordinance Amendment: General Fund: Finance/Process Funds: \$13,981: Increase | Martin |
| 9. | Budget Ordinance Amendment: General Fund: Non-Departmental: \$22,378: Increase | Martin |
| 10. | Budget Ordinance Amendment: Community Development Block Grant: Scattered Site #12-C-2422: \$225,000: Increase | Martin |
| 11. | Resolution Approving the Assistance Policy for the Single Family Rehabilitation Program (SFR13) | Martin |
| 12. | Resolution Approving the Procurement and Disbursement Policy for the Single Family Rehabilitation Program (SFR13) | Martin |
| 13. | Budget Ordinance Amendment: General Fund: WIC: \$14,352: Increase | Huff |
| 14. | Resolution Authorizing Lenoir County Health Department to Establish a Part Time Temporary Position to Serve as WIC Peer Counselor: \$14,352 | Huff |

- | | |
|---|------------------|
| 15. Resolution Approving FY 13-14 Position and Pay Classification Plan | Jones |
| 16. Resolution Allowing Sheriff Chris Hill to Enter into Mutual Assistance Agreements with Outside Law Enforcement Agencies | Hill |
| 17. Resolution Allowing Sheriff Chris Hill to Enter into Agreements with County Sheriff's to House Inmates | Hill |
| 18. Resolution Approving/Authorizing Execution of FY 13-14 Insurance Policies with WA Moore Company, Inc., and Discovery Insurance Co.: \$605,775 | Hollowell/Martin |
| 19. Resolution Authorizing FY 13-14 Service Contracts and Purchase Orders for the Department of Social Services: \$1,534,950.50 | Moore |
| 20. Resolution Naming New Roads in the Falling Creek Area:
A. Jacob Parrott Road
B. Sanderson Way | Jarman |
| 21. Resolution Approving the Acceptance of a Grant from NCDOT to Assist in the Acquisition of Right of Way for the Extension of Smithfield Way | Pope |

APPOINTMENTS: 5 Min.

- | | |
|--|------|
| 22. Resolution Approving Citizens to Boards, Commissions, Etc. 5 Min. | Hall |
|--|------|

OTHER ITEMS: 10 Min.

- | | |
|---|--|
| 23. Items from County Manager / County Attorney / Commissioners Public Comments/ Closed Session (if necessary) | |
|---|--|

ADDENDUM

- | | |
|---|--------|
| 24. Resolution Approving and Authorizing Purchase: One (1) Used 2005 Volvo VHD Roll-Off Truck: Apex Equipment Company: \$79,900 | Miller |
|---|--------|

TO: Chairman and Members of the Board

FROM: Mike Jarman, County Manager

DATE: July 15, 2013

SUBJECT: Items of Interest

1. June 28, 2013: Bids for Lenoir County Properties
2. Designation of Voting Delegate to NCACC Annual Conference: August 22-25, 2013
3. Lenoir County Inspections Permit/Inspection Report: June 2013/July 2012-June 2013
4. Monthly Status Report: 2011 CDBG NC Catalyst Project
2012 CDBG Scattered Site Housing Assistance Project

7/10/2013

Action Required		Record Number	Street #	Street Name	Town	Anything on Property	How Acquired	Taxes Owed	Foreclosure Costs	Tax Value	Previous Bid	Current Bid	Recommendation
56.	Picture Number	KC Pin Number	5628	1201	Sycamore Rd	Kinston	Yes	Tax Foreclosure				\$ 3,000.00	Decline



Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 106th Annual Conference of the North Carolina Association of County Commissioners to be held in Guilford County, N.C., on August 22-25, 2013.

Signed: _____

Title: _____

Article VI, Section 2 of our Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Sheila Sammons by: **Friday, August 9, 2013:**

NCACC
215 N. Dawson St.
Raleigh, NC 27603
Fax: (919) 733-1065
sheila.sammons@ncacc.org



LENOIR COUNTY
PLANNING & INSPECTIONS DEPARTMENT
PO BOX 3289
101 NORTH QUEEN STREET
KINSTON, NC 28502
PHONE: 252-559-2260
FAX: 252-559-2261



**LENOIR COUNTY INSPECTIONS
PERMIT/INSPECTION REPORT**

JUNE 2013

PERMITS ISSUED: 129

PERMITS VALUE: \$ 1,076,308

PERMIT FEES: \$ 9,696

SINGLE FAMILY DWELLINGS: 2

MOBILE HOMES: 6

COMMERCIAL: 0

ADDITIONS: 7

ELECTRICAL: 56

PLUMBING: 12

MECHANICAL: 37

OTHER: 9

TOTAL INSPECTIONS: 226

Lenoir County
 PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Printed: 07-02-2013

Designated period: 06/01/13 to 06/30/13 [Prior period: 06/01/12 to 06/30/12]
 Code Prms Valuation Fees Paid Units Prms Valuation Fees Paid Units

NEW RES. HOUSEKEEPING - LENOIR COUNTY											
* Single Family Houses Detached	101B	1	210,400.00	510.00	1	1	170,000.00	599.00	1		
* Single Family Houses Attached	102B		.00	.00	0	0	.00	.00	0		
* 2 Family Building	103B		.00	.00	0	0	.00	.00	0		
* 3 and 4 Family Buildings	104B		.00	.00	0	0	.00	.00	0		
* 5 or More Family Buildings	105B		.00	.00	0	0	.00	.00	0		
*TOTAL INFORMATION 101-105	109B		.00	.00	0	0	.00	.00	0		
NEW RESIDENTIAL NON-HOUSEKEEPING BL:											
* Hotels, Motels & Tourist Cabins	213B		.00	.00	0	0	.00	.00	0		
* Other Non-Housekeeping Shelter	214B		.00	.00	0	0	.00	.00	0		

NEW NON-RESIDENTIAL BUILDINGS:

* Amusement, Social, & Recreational	318B		.00	.00	0	0	.00	.00	0
* Churches & Other Religious	319B		.00	.00	0	1	34,889.42	87.00	1
* Industrial	320B		.00	.00	0	1	254,375.00	635.00	1
* Prkng Garages (Blds & Open Decked)	321B		.00	.00	0	0	.00	.00	0
* Service Stations & Repair Garages	322B		.00	.00	0	0	.00	.00	0
* Hospitals & Institutional	323B		.00	.00	0	0	.00	.00	0
* Offices, Banks, & Professional	324B		.00	.00	0	0	.00	.00	0
* Public Works & Utilities	325B		.00	.00	0	0	.00	.00	0
* Schools & Other Educational	326B		.00	.00	0	0	.00	.00	0
* Stores & Customer Services	327B		.00	.00	0	0	.00	.00	0
* Other Non-Residential Bldgs	328B		.00	.00	0	2	220,000.00	1,850.00	2
* Structures Other than Buildings	329B		.00	.00	0	1	26,700.00	50.00	1

ADDITIONS, ALTERATIONS, & CONVERSION

* Residential	434B	7	165,500.00	594.00	7	5	164,450.00	677.00	5
* Non-Residential & Non-Housekeeping	437B		.00	.00	0	0	.00	.00	0
* Adds of Res. CP/Garages(Atch/Detc)	438B		.00	.00	0	0	.00	.00	0

DEMOLITIONS AND RAZING OF BUILDINGS:

* Single Family Houses (Atch/Detach)	645B		.00	.00	0	0	.00	.00	0
* 2 Family Buildings	646B		.00	.00	0	0	.00	.00	0
* 3 & 4 Family Buildings	647B		.00	.00	0	0	.00	.00	0
* 5 or More Family Buildings	648B		.00	.00	0	0	.00	.00	0
* All Other Buildings and Structures	649B		.00	.00	0	0	.00	.00	0

TOTALS FOR PERMITS THIS PAGE 8 375,900.00 1,104.00 8 11 870,414.42 3,898.00 11

This Report was printed on Tuesday, July 02, 2013

Lenoir County

Item Totals for Inspector ID

GO 128
 GO TB 1
 GO/TB 1
 VW 96

226 Entries for Inspector ID

--- STATISTICAL REPORT ---

#ACTIVITIES	INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS	RE-INSPECTIONS REQUIRED
	%INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	%RE-INSPECTIONS REQUIRED
226	194	172	22	32	26	6		28
	86	89	11	14	81	19		12

<----- Inspections -----> <-----> Re-Inspections -----> Based On # Activities



**LENOIR COUNTY
PLANNING & INSPECTIONS DEPARTMENT**

PO BOX 3289
101 NORTH QUEEN STREET
KINSTON, NC 28502
PHONE: 252-559-2260
FAX: 252-559-2261



**LENOIR COUNTY INSPECTIONS
PERMIT/INSPECTION REPORT**

JULY 2012 to JUNE 2013

PERMITS ISSUED: 1574

PERMITS VALUE: \$ 57,289,530

PERMIT FEES: \$ 167,575

SINGLE FAMILY DWELLINGS: 31

MOBILE HOMES: 120

COMMERCIAL: 44

ADDITIONS: 74

ELECTRICAL: 572

PLUMBING: 192

MECHANICAL: 352

OTHER: 189

TOTAL INSPECTIONS: 2,732

Lenoir County
 PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Printed: 07-02-2013

Code Prms	Designated period: 07/01/12 to 06/30/13		[Prior period: 07/01/11 to 06/30/12]						
	Valuation	Fees Paid	Valuation	Fees Paid					
NEW RES. HOUSEKEEPING - LENOIR COUNTY									
* Single Family Houses Detached	101B	18	3,564,300.00	8,809.00	18	25	4,887,413.00	11,870.00	25
* Single Family Houses Attached	102B		.00	.00	0	0	.00	.00	0
* 2 Family Building	103B		.00	.00	0	0	.00	.00	0
* 3 and 4 Family Buildings	104B		.00	.00	0	1	300,000.00	1,100.00	1
* 5 or More Family Buildings	105B		.00	.00	0	0	.00	.00	0
* TOTAL INFORMATION 101-105	109B		.00	.00	0	0	.00	.00	0
NEW RESIDENTIAL NON-HOUSEKEEPING BL:									
* Hotels, Motels & Tourist Cabins ..	213B		.00	.00	0	0	.00	.00	0
* Other Non-Housekeeping Shelter ...	214B		.00	.00	0	0	.00	.00	0

NEW NON-RESIDENTIAL BUILDINGS:

* Amusement, Social, & Recreational	318B	3	6,100.00	250.00	3	2	1,000.00	300.00	2
* Churches & Other Religious	319B	2	392,000.00	1,200.00	2	5	664,389.42	2,323.00	5
* Industrial	320B	10	13,481,210.35	25,925.00	10	6	4,272,375.00	12,435.00	6
* Prkng Garages (Blds & Open Decked)	321B	1	13,000.00	50.00	1	1	98,000.00	288.00	1
* Service Stations & Repair Garages	322B		.00	.00	0	0	.00	.00	0
* Hospitals & Institutional	323B	2	1,402,000.00	3,086.00	2	2	5,507,457.00	13,749.00	2
* Offices, Banks, & Professional ...	324B	3	344,000.00	1,750.00	3	0	.00	.00	0
* Public Works & Utilities	325B	3	26,000,000.00	12,490.00	3	0	.00	.00	0
* Schools & Other Educational	326B		.00	.00	0	0	.00	.00	0
* Stores & Customer Services	327B	1	187,715.00	100.00	1	1	305,000.00	500.00	1
* Other Non-Residential Bldgs	328B	10	401,500.00	2,272.00	10	3	300,000.00	2,350.00	3
* Structures Other than Buildings ...	329B	4	134,500.00	1,300.00	4	3	450,700.00	100.00	3

ADDITIONS, ALTERATIONS, & CONVERSION

* Residential	434B	61	1,955,483.00	6,690.00	60	62	1,429,830.00	5,161.00	62
* Non-Residential & Non-Housekeeping	437B	2	44,480.00	238.00	2	5	1,974,900.00	5,185.00	5
* Adds of Res. CP/Garages(Atch/Detc)	438B	13	254,948.00	1,336.00	13	13	185,800.00	1,195.00	12

DEMOLITIONS AND RAZING OF BUILDINGS:

* Single Family Houses (Atch/Detach)	645B		.00	.00	0	0	.00	.00	0
* 2 Family Buildings	646B		.00	.00	0	0	.00	.00	0
* 3 & 4 Family Buildings	647B		.00	.00	0	0	.00	.00	0
* 5 or More Family Buildings	648B		.00	.00	0	0	.00	.00	0
* All Other Buildings and Structures	649B		.00	.00	0	1	13,000.00	100.00	1

TOTALS FOR PERMITS THIS PAGE

133	48,181,236.35	65,496.00	132	130	20,389,864.42	56,656.00	129
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Lenoir County
 PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Printed: 07-02-2013

Designated period:	07/01/12 to 06/30/13]		[Prior period:		07/01/11 to 06/30/12]			
	Code Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units
MOBILE/MODULAR OFFICE/CLASSROOM								
*MOBILE OFFICE	740B	.00	.00	0	0	.00	.00	0
*MODULAR CLASSROOM	750B	88,500.00	752.00	2	0	.00	.00	0
*MODULAR OFFICE	730B	37,200.00	250.00	1	3	14,827.00	1,106.00	3
ELECT./PLUMB/HEAT/A/C/INS/TEMP POLE:								
*ELECTRICAL	800B	1,330,520.00	36,860.00	565	684	2,075,247.00	43,608.00	680
*PLUMBING	810B	358,780.00	11,901.00	187	214	498,797.00	12,990.00	214
*HEATING/ AIR CONDITIONING	820B	1,383,773.00	20,196.00	347	385	4,321,017.00	31,219.00	385
*INSULATION	830B	135,352.00	2,751.00	54	58	158,214.00	3,297.00	58
*TEMPORARY POLE	840B	12,350.00	1,001.00	18	30	18,150.00	1,575.00	29
RESIDENTIAL ACCESSORY STRUCTURES								
*STORAGE/PORCHES/PATIOS/DECKS	900B	8,500.00	120.00	1	1	15,000.00	100.00	1
MISCELLANEOUS:								
*CHANGE OF OCCUPANCY	910B	950.00	700.00	5	3	650.00	450.00	3
*INSPECT DWELLING	920B	.00	.00	0	2	7,500.00	50.00	1
*TENTS	930B	.00	.00	0	0	.00	.00	0
*SATELLITE DISH	940B	.00	.00	0	0	.00	.00	0
*AWNING	950B	.00	.00	0	0	.00	.00	0
*EXTRA INSPECTIONS	960B	35,483.00	5,219.00	83	103	971,537.00	8,460.00	100
*FIRE PROTECTION SPRINKLER SYSTEM	966B	50,600.00	918.00	3	5	296,392.00	3,503.00	5
*MOVING DWELLING ONLY	970B	.00	.00	0	0	.00	.00	0
*SIGN	980B	107,350.00	2,425.00	11	4	44,390.00	600.00	4
*FIREWORKS	985B	.00	.00	0	0	.00	.00	0
*SWIMMING POOL	990B	166,829.34	500.00	5	3	94,650.00	250.00	3
*TANKS	995B	.00	.00	0	0	.00	.00	0
MOBILE HOMES								
*SINGLE WIDE MOBILE HOME	700B	1,288,539.00	8,325.00	82	97	1,147,092.00	9,625.00	97
*DOUBLE WIDE MOBILE HOME	710B	2,003,107.00	4,475.00	36	42	2,517,883.40	5,225.00	41
*MODULAR HOME	720B	2,024,175.00	5,140.00	13	8	765,050.00	2,317.00	8
TOTALS FOR PERMITS ABOVE (incl. pg 1)								
Totals of other permits in the period	1568	57,213,244.69	167,029.00	1545	1772	33,336,260.82	181,031.00	1761
TOTAL FOR ALL PERMITS IN THE PERIOD	6	76,285.00	546.00	6	6	38,500.00	460.00	5
	1574	57,289,529.69	167,575.00	1551	1778	33,374,760.82	181,491.00	1766

Item Totals for Inspector ID
 Lenoir County

DR	1
GO	1384
GO C	4
GO S	5
GO DR	11
GO SC	5
GO TB	1
GO VW	2
GO CON	1
GO DR	4
GO VW	12
GO/DR	8
GO/TB	1
GOVWDR	5
VW	1271
VW C	1
VW S	3
VW DR	1
VW S	4
VW S	2
VW/DR	3
VW/TB	1

2,732 Entries for Inspector ID

- S T A T I S T I C A L R E P O R T -

	Inspections	Passed	Corrections	Re-Inspections	Passed	Corrections	Re-Inspections	Based On # Activities
#ACTIVITIES	INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS	REQUIRED
2,732	2,389	2,041	348	343	307	36		377
	%INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	REQUIRED
	87	85	15	13	90	10		14

Monthly Performance Status Report

(Due on 1st of each month)

Grantee Name: County of Lenoir Grant Number: 11-C-2375 Month: June Year: 2013
 Grant Project: 2011 CDBG NC Catalyst Project - Spring Drive Housing and Community Development
 Grant Period: October 12, 2012 - April 12, 2015 Release of Grant Funds: April 2, 2013

Activity	Performance Schedule (On/Off)	Current Performance Status (If Off Schedule)	Remedy to get back on Schedule (If Off Schedule)
Rehabilitation	On		
Rehab/Reconstruction: Replacement Housing	On		
Temporary Relocation	On		
Clearance	On		
Sidewalk Improvements	On		
Flood/Drainage Improvements	On		
Street Improvements	On		
Sewer Improvements	On		
Water Improvements	On		
Administration	On		

Prepared By: C. David Harris
 Endorsed By: Michael W. Jarman
 Board of Commissioners Update: _____
 Person Providing Update: Michael W. Jarman

Title: CDBG Project Manager
 Title: County Manager *(City/County Manager or Clerk)*
 Date: July 15, 2013
 Title: County Manager

Performance Schedule
(Based on Performance Based Contract)
 On/Off Schedule

- ❖ *On* Performance Schedule: Stop and submit report, no current performance status or remedy to get back on schedule is required
- ❖ *Off* Performance Schedule: Provide current performance status and remedy to get back on schedule and submit report

Monthly Performance Status Report

(Due on 15th of each month to DCA)

Grantee Name: County of Lenoir Grant Number: 12-C-2422 Month: June Year: 2013
 Grant Project: 2012 CDBG Scattered Site Housing Assistance Project
 Grant Period: April 15, 2013 - October 15, 2015 Release of Grant Funds: Anticipated September 2013

Activity	Performance Schedule (On/Off)	Current Performance Status (If Off Schedule)	Remedy to get back on Schedule (If Off Schedule)
Rehab/Reconstruction: Replacement Housing	On		
Temporary Relocation	On		
Clearance	On		
Administration	On		

Prepared By: C. David Harris
 Endorsed By: Michael W. Jarman
 Board of Commissioners Update:
 Person Providing Update: Michael W. Jarman

Title: CDBG Project Manager
 Title: County Manager *(City/County Manager or Clerk)*
 Date: July 15, 2013
 Title: County Manager

Performance Schedule
(Based on Performance Based Contract)
 On/Off Schedule

- ❖ Off Performance Schedule: Provide current performance status and remedy to get back on schedule and submit report
- ❖ On Performance Schedule: Stop and submit report, no current performance status or remedy to get back on schedule is required

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

June 17, 2013

The Lenoir County Board of Commissioners met in open session at 4:00 p.m. on Monday, June 17, 2013, in the Board of Commissioners' Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

Members present: Chairman Reuben Davis, Vice-Chairman Jackie Brown and Commissioners, Mac Daughety, Craig Hill, Eric Rouse, Linda Rouse-Sutton and Roland Best.

Also present were: Michael W. Jarman, County Manager, Tommy Hollowell, Assistant County Manager, Martha Martin, Finance Officer, Robert Griffin, County Attorney, members of the general public and news media.

Chairman Davis called the meeting to order at approximately 4:00 p.m. Ms. Brown offered the invocation and Mr. Best led the audience in the pledge of allegiance

PUBLIC INFORMATION

Ms. Constance Hengel, LMH, Director of Community Programming: Healthy Community Institute presented handouts to the Board members. She stated often times it is difficult for those in community leadership roles and /or interested citizens of the community to find out information about Lenoir County in order to write reports and seek grant funding, etc. Ms. Hengel stated many different data bases have to be researched in order to obtain needed information. She said then the validity of the information is not always known. She also stated Lenoir Memorial Hospital and Lenoir Memorial Foundation have given as a project, through a grant funding, to the Lenoir County residents, a resource which will allow everyone to find information in one place. She referred to the website address that was on the handout which she passed out earlier, <http://lenoirmemorial.org/index.php/hospital/healthrycommunities/>. Ms. Hengel stated this was a rich resource for Lenoir County and she wanted to make sure everyone knew it was available and free of charge. Mr. Hill commended Lenoir Memorial on the services they provide.

Mr. Johnny Metcalfe, District Engineer with North Carolina Department of Transportation asked the Commissioners to approve the Resolution of the Proposed 2012-2013 Secondary Road Improvement Program. He said he is proud to be here to discuss and present the FY 2012-13 Secondary Road Program. Mr. Metcalfe stated a map and a table of the proposal had been provided in the packets. He stated there was an allocation from the Highway Fund of \$548,000, and an allocation from the Trust Fund of \$308,000 for a total of \$856,000. Mr. Metcalfe stated the program this year will be to provide widening and resurfacing of Paul's Path Rd. from Hwy 258 to SR 1556, which is Alton Phillips Rd. He stated the cost estimate to widen the road from 20' to 26' is \$745,000. Mr. Metcalfe stated that would leave a balance of \$111,000 which would be applied

to other maintenance items in Lenoir County. Mr. Best asked when would this project begin, and Mr. Metcalfe stated probably the spring of next year. Mr. Daughtey asked for an update on the Smithfield Way project. Mr. Metcalfe stated the Smithfield Way project had been under design for several months and they had \$425,000 allocated to this project. He stated this road is to provide connection between Hwy 258 and the Industrial Park. Mr. Metcalfe stated the other project next to that was the extension of Hill Farm Rd. He said they are extending the three lanes from where it ends now, around the Wal-Mart back entrance, to where Smithfield Way is going to connect back to the Industrial Park. Mr. Metcalfe stated there are several bridge projects that they will be working on this year also. Upon a motion by Ms. Sutton and a second by Ms. Brown, the Resolution Approving Proposed 2012-2013 Secondary Road Improvement Program was unanimously approved.

ITEMS FROM THE CHAIRMAN/COMMISSIONERS

Mr. Hill stated as a Board designee for the Eastern Region he would like to give an update on the state of limbo that the Eastern Region is in. He stated there is currently pending acts in the House and the Senate that will have a major impact on the Eastern Region if adopted. Mr. Hill commented on House Bill 127 and 107. He also commented on Senate Bill 402. Mr. Hill stated the Board is currently waiting for the completed action from the House and the Senate, along with the completion of the budget conference to see how to continue. He stated the Board plans to meet again on the 26th and have developed some preliminary resolutions to work through the devolvement and the transition period. Mr. Hill stated the Eastern Region that currently exists is morphing into a private source. He stated there is a lot of public dollars involved and it would need to be watched closely.

Mr. Rouse commented on the article in the Kinston Free Press regarding the flight of the Airbus 350 with parts produced here in Kinston. He stated this was a positive note for the county.

Ms. Sutton stated that she, Mr. Davis and Mr. Best attended the Farmers' Market "Business After Hours" on June 11th at 5:30. During the "Business After Hours", the building adjacent to the Farmers' Market, donated by the Harvey Family was named in honor of Rick Holder. It will be called the Rick Holder Farmers' Market Annex as requested by the Harvey Family, who were in attendance at the dedication. She stated Lenoir County appreciated the gift of the annex building.

Ms. Brown stated that she and Mr. Best visited the N.C. Veterans' Home in honor of Elder Abuse Awareness. She stated they visited the first resident, a Lenoir County native who is a WWI veteran and is in his ninety's. She said they participated in the Elder Abuse Walk around the building. Mr. Davis said he understood the facility would not be fully occupied for about another twelve months, in order to have ample time for training all personnel. Ms. Sutton stated she thought there were thirteen residents at this time. Mr. Davis commended Ms. Kelly for the great job she does at the Farmers' Market.

ITEMS FROM THE COUNTY MANAGER

Mr. Jarman stated the following reports were included in the agenda packet. The 2011 CDBG NC Catalyst Project, the 2012 CDBG Scattered Site Housing Assistant Project, the May 2013 Lenoir County Inspections: Permit/Inspection Report and the May 31, 2013 Lenoir County Financial Performance Summary 12-13. He also stated the agenda page had been updated to include new Items, #15c, #15d and Item #21. Mr. Jarman stated Item No.13 had been revised.

Mr. Jarman told the Commissioners in the past the first meeting in July had been cancelled due to the Fourth of July holiday. He asked the Board what they wanted to do this year. Upon a motion by Ms. Brown to cancel the July 1, 2013 meeting and a second by Ms. Sutton the motion was approved by common consent.

CONSENT AGENDA

3. Approval of Minutes: Budget Work Session: May 30, 2013

Regular Board Meeting-June 03, 2013

Upon a motion by Ms. Brown and a second by Ms. Sutton, the consent agenda was unanimously approved.

BUDGET ORDINANCE AMENDMENTS / RESOLUTION

Item No. 4 was a Budget Ordinance Amendment: General Fund: Health: Immunizations: \$4,743: Increase. Mr. Huff stated these were additional revenues received from the State for their immunizations programs and had to be expended prior to June 30, 2013. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 4 was unanimously approved.

Item No. 5 was a Budget Ordinance Amendment: Finance/Inspections: \$3,117: Increase. Ms. Martin stated the Budget Amendment was to budget insurance proceeds received from Argonaut Great Central Insurance Company on 06/04/13 in the amount of \$3,117 for an accident that occurred on May 14, 2013 when a county vehicle parked in front of the Tax/Administration Building was struck by another vehicle. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No.5 was unanimously approved.

Item No.6 was a Budget Ordinance Amendment: General Fund/ Tire Disposal Fund: Finance: \$186,200: Increase: Ms. Martin stated the Budget Amendment was to adjust budgeted revenue and expenditures to more accurately reflect actual revenues and expenditures for eleven (11) months of FY 12-13 and projection for the remainder of the fiscal year. Upon a motion by Mr. Daughety and a second by Mr. Best Item, No. 6 was unanimously approved.

Item No. 7 was a Resolution Approving Program Beneficiaries and Alternates for the 2012 Community Block Grant Scattered Site Project. Mr. David Harris stated the state awarded the county a \$225,000 grant a little more than a month ago and they are going through the process now of getting funds released, as well as all the documents which go along with that. He stated invitations were made to towns for recommendations. Mr. Harris stated these recommendations have been reviewed by the committee and the two selected and the four alternate beneficiaries are listed in the agenda packet. He stated these are all owner-occupied homes. The Board is requested to approve the "Program Beneficiaries and Alternates" for the 2012 Community Development Block Grant Scattered Site program. Ms. Brown asked when the work would begin and Mr. Harris stated the funds would probably not be released before the end of August. Mr. Rouse asked if the homes were replaced by modular units and Mr. Harris stated they used state building code modulars instead of the HUD modulars. Upon a motion by Ms. Brown and a second by Mr. Daughety, Item No. 7 was unanimously approved.

Item No. 8 was a Resolution Acknowledging the Execution and Delivery by the Lenoir Community College Board of Trustees of a Guaranteed Energy Savings Contract: Ms. Sutton presented the Resolution to the Board and stated it was to acknowledge the execution and delivery by the Lenoir Community College Board of Trustees of a guaranteed energy savings contract. She stated there is one adjustment to be made under Item 1 (a) should read not to **exceed** more than \$4,080,000. She reminded the Board of their recent approval of LCC working with a company to see where they could reduce energy cost and this is an extension of that effort. Mr. Rouse asked if LED lighting would be used to cut cost. Mr. Raynor Smith, representative of Brady Trane Service, Inc. from Raleigh answered no. Mr. Smith then addressed the Board. He stated the company had formally been under contract with LCC for about a year. Mr. Smith stated an engineering study was done and shows a savings of approximately \$200,000 per year with no burden to the county or taxpayers. Ms. Sutton stated the college is being "proactive". Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 8 was unanimously approved.

Item No. 9 (A) was a Resolution to Authorize Lenoir County Cooperative Extension to Continue the Lease of Mac Computer: \$4,000. Ms. Kelly stated the Mac Lease program with North Carolina State University keeps their agency in sync with their parent agency and educational institution in the most effective manner. The Board is requested to authorize Lenoir County Cooperative Extension's participation in the North Carolina Cooperative Extension/North Carolina State University Mac Computer Lease program.

Item No 9 (B). was a Resolution Approving Grounds Maintenance Contract: Charles Hughes Construction, LLC: \$3,296. Ms. Kelly stated the appearance of lawn and landscape at Lenoir County Cooperative Extension is important and this same company has performed the service satisfactory for the past seven years. The Board is requested to authorize acceptance of a 1-year contract for grounds maintenance in the amount of \$3,296 from Charles Hughes Construction LLC. Upon a motion by Ms. Brown and a second by Mr. Daughety, Items No. 9(A) and 9(B) were unanimously approved.

Item No. 10 was a Resolution Authorizing Contract Amendment for Business Personal Property Audit Services: County Tax Services, Inc. Mr. Parrish stated the purpose of an audit program is to ensure equity among taxpayers and assist with the education of taxpayers concerning the

methodology for reporting business personal property. Since the original agreement was entered into with CTSI, they have completed 158 audits resulting in \$151,553 taxes discovered and paid. Currently, there are 32 audits in progress, and whenever these are completed, CTSI will be reimbursed based on the original agreement. The county has approximately 2,700 businesses that report machinery and equipment subject to property taxes. The Tax Department does not think it will be cost effective to audit all of the businesses, but based on the results of the audit program thus far, there will certainly be more accounts that should be audited in the future. The Board is requested to authorize the Lenoir County Tax Department to amend its contract with County Tax Services, Inc. due to Legislative changes set for the in House Bill 462, as it relates to compensation and also authorize the Lenoir County Tax Administrator to execute the amended contract on behalf of the County. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 10 was unanimously approved.

Item No. 11 (A) was a Resolution Approving Expenditure for Lease of Copiers/Wide Format Scanner: COECO: \$9,500. Ms. Rich stated approval of this resolution will allow the Registry to continue providing copies to the public, since the public pays a fee for requested copies. COECO has provided the Register of Deeds with excellent service when leasing, purchasing or repairing any equipment obtained from them. Approval of this resolution will allow for the encumbrance of funds and eventual payment to the vendor. The Board is requested to approve the Resolution authorizing the expenditure of up to \$9,500 for leasing of two new copiers and wide format scanner.

Item No. 11 (B) was a Resolution Approving an Indexing Services Contract for FY 2013-14: COTT Systems: \$26,500. Ms. Rich stated approval of this resolution will allow the Registry to continue providing an index of vital and real estate records on computer. COTT Systems has provided the Register of Deeds with the highest level of support and service for many years. The Board is requested to approve the Resolution of an Indexing Service Contract with COTT Systems for FY 13-14 in the amount not to exceed \$26,500. Upon a motion by Ms. Sutton and a second by Ms. Brown, Items No. 11 (A) and 11(B) were unanimously approved.

Item No. 12 was a Resolution Authorizing the Issuance of Blanket Purchase Orders to the Following Companies for FY 13-14: \$51,900. Ms. King stated the approval of this Resolution will allow for the encumbrance of funds in the FY 13-14 budget and the eventual payment to vendors for products and services received. The Board is requested to authorize the execution of FY 13-14 purchase orders for the Board of Elections in the amount of \$51,900. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 12 was unanimously approved.

Item No. 13 was a Resolution Authorizing Support of Continuance of Health Department Clinics and Services for FY 2013-2014: Mr. Huff stated the requested utilization of funds by the Blanket Purchase Order request, is based on projected expenditures for FY 2013-2014. This action is necessary to provide sufficient account of expenditures and to apply with applicable laws. The Board is requested to give permission to utilize the funds as requested to support health department services. Upon a motion by Ms. Sutton and a second by Ms. Brown Item, No. 13 was unanimously approved.

Item No. 14 was a Resolution Authorizing FY 13-14 Service Contracts and Purchase Orders for Court Facility/Public Buildings Department: \$183,119. Mr. Wiggins stated the approval of this Resolution will allow the encumbrance of funds approved in the FY 13-14 budget and the eventual payment for services as billed. The Board is requested to authorize the execution of FY 13-14 Service Contracts and Purchase Orders. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 14 was unanimously approved.

Item No. 15(A) was a Resolution Authorizing the Issuance of Blanket Purchase Orders to the Following Companies for FY 13-14: \$122,000. Mr. Harper stated these blanket purchase orders for Fiscal Year 2013-2014 will allow Lenoir County Transit to operate more efficient by having the Purchase Orders in place when the need for the service of one of the companies arises. The Board is requested to approve the issuance of blanket purchase orders for the following: Office Supplies, Software, Installing & Removing Mobile Advertising, Safety Vests for Drivers, promotional Items for Festivals, Fairs and Events, Drug & Alcohol testing, Washing & Cleaning Inside of Vans, Lift Repairs, Tires & Repairs and Maintenance-Communications/Miscellaneous. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 15(A) was unanimously approved.

Item No. 15(B) was a Resolution Approving an Increase in NCDOT Project #13-CT-034 in the amount of \$3,343 and the Purchase of a Lift Equipped Van with FY 12-13 NCDOT CTP Funds in the amount of \$46,843. Mr. Harper stated the Lenoir County Transit feels that the increased cost for a replacement Lift Equipped Van can be justified when considering the decreased reliability and increased maintenance cost incurred during the daily use of a van with over 190,000 miles. The Board is requested to approve an increase of \$3,343 in the NCDOT Project #13-CT-034 and the purchase of a Lift Equipped Van with NCDOT CTP (Community Transportation Program) FY 12-13 Funds at a cost of \$46,843. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 15(B) was unanimously approved.

Item No. 15(C) was a Resolution Approving the Acceptance of the Lenoir County Transit Passenger Policy and the Lenoir County Transit Operator Handbook: Mr. Harper stated nothing had been formally approved by the governing body and due to activities observed by the cameras and complaints received from riders, there needed to be a uniform policy. He stated the Transit Department strives to provide the most efficient and rider friendly ride as possible. . The Board is requested to approve the Acceptance of the Lenoir County Transit Passenger Policy and the Lenoir County Transit Operator Handbook. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 15(C) was unanimously approved.

Item No. 15(D) was a Resolution Authorizing the Revision of the Lenoir County Transit Coordinated Transportation Plan. Mr. Harper stated the last coordinated plan was done in 2009. He stated this must be done in order to apply for NCDOT grants. The Board is requested to approve the Resolution Authorizing the Revision of the Lenoir County Transit Coordinated Transportation Plan. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 15(D) was unanimously approved.

Item No. 16 was a Resolution Authorizing the Issuance of Blanket Purchase Orders to the Following Companies for Yearly Software/Hardware Maintenance: \$191,200. Ms. Faasii stated without these service contracts, any software/hardware malfunction or failure would cause that service to no longer be available to anyone in the County, and would place us in the position of not having anyone to call to gain access and repair the application. The Board is requested to approve the Resolution authorizing the issuance of blanket purchase orders for yearly software/hardware maintenance out of account 10-4210-3800-Contracted Services. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 16 was unanimously approved.

Item No. 17(A) was a Resolution Approving Maintenance Contracts with Tyco Simplex Grinnell: \$6,140. Sheriff Hill stated Simplex Grinnell has proposed an annual contract of \$36,840 to provide maintenance on all of the security electronics installed by Simplex Grinnell, which includes service calls when needed, replacement of components, etc. The warranty period for these components will expire on April 30, 2014. The amount requested is prorated for a two month time period (May 1, 2014-June 30, 2014). The total prorated amount is \$6,140. Funding for the prorated contract will come from the jail maintenance line. The Board is requested to authorize the Sheriff to execute a purchase order with Tyco Simplex Grinnell to cover maintenance issues with the security electronics located in the new jail. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17(A) was unanimously approved.

Item No. 17(B) was a Resolution Approving Purchase of a 2013 Chevrolet Impala: \$20,150. Sheriff Hill stated the State contract price for a replacement Chevrolet Impala is \$20,150. The designated contract distributor for a police package Chevrolet Impala is Bobby Murray Chevrolet, located in Raleigh. The funds to pay for this vehicle will come from the insurance payments on the loss of the two Impala's, both 2008 models, which were involved in collisions. The Board is requested to authorize the Sheriff to execute a purchase order with Bobby Murray Chevrolet to purchase one police package 2013 Chevrolet Impala. . Upon a motion by Ms. Brown and a second by Mr. Daughety, Item No. 17(B) was unanimously approved.

Item No. 17(C) was a Resolution Approving Purchase of Equipment, Services and /or Supplies: \$143,130. Sheriff Hill stated he has been very pleased with the equipment, services and /or supplies and service offered by the listed vendors. The Board is requested to authorize the Sheriff to execute purchase orders with the referenced vendors to provide equipment and/or services and supplies for the operation and maintenance of the Lenoir County Sheriff Office. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17(C) was unanimously approved.

Item No. 17(D) was a Resolution Approving Purchase of Equipment, Services and /or Supplies: \$770,362. Sheriff Hill stated he has been very pleased with the equipment, services and/or supplies and service offered by the listed vendors. . The Board is requested to authorize the Sheriff to execute purchase orders with the referenced vendors to provide equipment and/or services and supplies for the operation and maintenance of the W.E. "Billy" Smith Detention Center. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 17(D) was unanimously approved.

Item No. 18(A) was a Resolution Authorizing FY 13-14 Service Contracts and Purchase Orders for Emergency Services: Emergency Management Division: \$44,845. Mr. Dail stated approval of this resolution will allow encumbrance of funds approved in the FY 13-14 budget and the eventual payment of services as billed. The Board is requested to authorize the Emergency Services Director to execute the listed FY 13-14 Service Contracts and Purchase Orders: Emergency Management Division: in the amount of \$44,845.00.

Item No. 18(B) was a Resolution Authorizing FY 13-14 Service Contracts and Purchase Orders for Emergency Services: Communications Division: \$124,944. Mr. Dail stated approval of this resolution will allow encumbrance of funds approved in the FY 13-14 budget and the eventual payment of services as billed. The Board is requested to authorize the Emergency Services Director to execute the listed FY 13-14 Service Contracts and Purchase Orders: Communications Division: in the amount of \$124,944.

Item No. 18(C) was a Resolution Authorizing FY 13-14 Service Contracts and Purchase Orders for Emergency Services: Communications Division: Emergency Telephone Fund: \$194,412. Mr. Dail stated approval of this resolution will allow encumbrance of funds approved in the FY 13-14 budget and the eventual payment of services as billed. The Board is requested to authorize the Emergency Services Director to execute the listed FY 13-14 Service Contracts and Purchase Orders: Communications Division: Emergency Telephone Fund in the amount of \$194,412.

Item No. 18(D) was a Resolution Authorizing FY 13-14 Service Contracts and Purchase Orders for Emergency Services: EMS Division: \$492,256. Mr. Dail stated approval of this resolution will allow encumbrance of funds approved in the FY 13-14 budget and the eventual payment of services as billed. The Board is requested to authorize the Emergency Services Director to execute the listed FY 13-14 Service Contracts and Purchase Orders: EMS Division: in the amount of \$492,256. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No.'s 18(A), (B), (C) and (D) were unanimously approved.

Mr. Dail stated Lenoir County will begin dispatching for Jones County on July 1, 2013. He stated the building for Jones County and revisions to Lenoir County's Center are still in the design phase and he is hopeful they will go out for bids the latter part of August or in September. Mr. Dail stated as far as the "radio piece" there is a possibility of partnering with Onslow County, which could save about \$250,000. The most expensive portion of the radio system is the "Core", and if we can share the cost with Onslow County, then we would be able to save money. He said he would have Mr. Griffin review the contract with Onslow County as soon as it was in legible form. Mr. Best asked if this was going to require additional communicators. Mr. Dail stated two additional telecommunicators had been included in his budget request, and the county would be reimbursed that portion by Jones County. He stated one dispatcher on each shift would be in charge of all of Jones County.

Item No. 19 was a Resolution Approving Citizens to Boards, Commissions; etc. The following reflects existing vacancies and appointments. Upon a motion by Ms. Brown and a second by Mr. Daughety Item No. 19 was unanimously approved.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Eastern Carolina Workforce Development	Debbie B. Burrell Bruce Parson 2nd Appearance	June 2015
Agricultural Advisory Board	Michael Hill Nelson Dawson Michael Morris Randy Smith Alton Roberson Rodney Smith Tom Davis Greg Herring Christopher Seymour Clayton Sutton B.H. Casey, Jr. Jerry Tyndall 2nd Appearance	June 2014

Item No. 21 was a Resolution Authorizing the Purchase of 2001 Ottawa YT30 Yard Spotter (Yard Dog) Crook Motor Co., Inc.: Albemarle, NC: \$22,300. Mr. Pridgen stated the piece of equipment in operation now is in bad condition. The Board is requested to Authorize the Purchase of a 2001 Ottawa YT30 Yard Spotter (Yard Dog) from Crook Motor Co., Inc.: Albemarle. Mr. Rouse asked if this would come out of the Landfill budget and Mr. Jarman stated this would come out of the Landfill's current year budget and the funds have already been appropriated. Upon a motion by Ms. Sutton and a second by Ms. Brown Item No. 21 was unanimously approved.

Ms. Sutton stated her address and telephone number in the Directory that was in their agenda packet was incorrect. Several Board Members commented on how nice the folders were and how much they appreciated them being compiled. Mr. Jarman stated they had been prepared by the Board of Elections.

Mr. Davis introduced the new reporter for the Kinston Free Press and wished him well.

Mr. Clark Tutt stated Channel WTMH is now on the air. He stated the Channels are 21.1, 21.2 and 21.3 and will be on cable next month and the Jacksonville station will air on July 1, 2013.

Ms. Brown recognized all votes for today were unanimous.

With no further discussion Mr. Davis adjourned the meeting at approximately 4:58 p.m.

Respectfully Submitted,

Faye H. Mervin

Deputy Clerk

Reviewed By,

Michael W. Jarman

County Manager

INTRODUCED BY: Michael W. Jarman, County Manager DATE: 07/15/2013 ITEM NO.: 4

RESOLUTION: Approving the Releases and Refunds to the Individuals Listed Herein

SUBJECT AREA: Finance

ACTION REQUESTED: Approval of Releases and Refunds as Prepared

HISTORY/BACKGROUND:

Releases and refunds result from listing and assessing due to incorrect and incomplete information.

EVALUATION:

Taxpayers will or have overpaid taxes. Board action rectifies the mistake.

RELEASES OVER \$100

Year	Name	Account	Amount	Reason
2012	Fred Jones	60765	\$251.22	Adjusted Value
2011	Fred Jones	60765	441.39	Adjusted Value
2011	John Smith	18359	196.94	Double Listed
2010	John Smith	18359	215.48	Double Listed
2012	John Smith	18359	171.14	Double Listed
2012	Maria Ysidro	17804	122.92	Corrected Listing
2005	Lisa Perra	61350	101.25	Corrected Listing
2012	William Herring	780	356.90	Double Listed
2011	William Herring	780	413.12	Double Listed
2012	Dorothy Turner	18945	276.47	Double Listed
2011	Dorothy Sykes	18945	322.64	Double Listed
2010	Dorothy Sykes	18945	365.23	Double Listed
2009	Dorothy Sykes	18945	386.16	Double Listed
2007	Dorothy Sykes	18945	525.19	Double Listed
2008	Dorothy Sykes	18945	460.83	Double Listed
2012	Timothy Brown	67229	123.52	Corrected Listing

Refunds

Year	Name	Account	Amount	Reason
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MANAGER'S RECOMMENDATION:

Approval of releases as set out above.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: DAVIS _____ BROWN _____ BEST _____ HILL _____
SUTTON _____ ROUSE _____ DAUGHETY _____

Reuben J. Davis, Chairman 07/15/13
Date

ATTEST 07/15/13
DATE

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: JCPC PARENTING MATTERS: \$11,057.00 INCREASE



LENOIR COUNTY, NORTH CAROLINA

BUDGET AMENDMENT REQUEST

Prior Year

FY 2012 - 2013
Appropriations

Budget Amendment # _____
Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		JCPC PARENTING MATTERS		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES		
Account # and Title		Amount	Account # and Title		Amount
			<u>INCREASE</u>		
10-3402-3633	Grant - Parenting Matters	11,057.00	10-4954-5400	Vehicles	11,057.00
Total		11,057.00	Total		11,057.00

Reason and Justification for Request:
 Additional monies received and approved by county commissioners at the 6-3-13 meeting.

Department Head Approval <i>Jammy O Kelly</i>	Date 6-14-13	Finance Officer Approval <i>Marsha H. Martin</i>	Date 6/19/2013
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Budget Officer Approval <i>MW Jarman</i>	Date 6/19/13
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Board Approval (When Applicable)	Date	Date of Minutes
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INTRODUCED BY: Michael Jarman, County Manager **DATE:** 07/15/13 **ITEM NO.:** 6

RESOLUTION: Authorizing Lenoir County Cooperative Extensions' acceptance of Environmental Trust Fund (PETF) Grant

SUBJECT AREA: Financial

ACTION REQUESTED:

Authorize acceptance of the Lenoir County portion of the Environmental Trust Fund Grant in the amount of \$9,568.00 from NCDA.

HISTORY/BACKGROUND:

As farmers and homeowners continue to use pesticides they properly dispose of pesticide containers. With environmental stewardship in mind Lenoir County Cooperative Extension educates their citizens on the use of pesticides. Part of that educational process is proper disposal of used pesticide containers. Lenoir County implemented a pesticide container disposal program in 2006. We have recycled over 125,000 plastic pesticide containers since that time. Our program continues to grow and the need for expansion is upon us. These monies will be used for the purpose of expanding this program to continue to meet the needs of our clientele and help safeguard the environment for future generations.

EVALUATION:

Reduction in number of pesticide containers improperly disposed of or deposited in Lenoir County Landfill. Traditionally containers are thrown in the woods instead of being rinsed and properly disposed of therefore affecting water quality in Lenoir Co. By properly disposing of these containers it reduces the amount of waste due to the plastic containers are recycled and reused.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that Lenoir County Cooperative Extension authorize acceptance of the Lenoir County portion of the Environmental Trust Fund Grant in the amount of \$9,568.00 from NCDA.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Davis _____ Sutton _____

Rouse _____ Hill _____ Daughety _____

Reuben Davis, Chairman
Lenoir County Board of Commissioners

07/15/13
Date

ATTEST

07/15/13
DATE

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 7/15/13 **ITEM NO.** 7

RESOLUTION: Authorizing the Acceptance of a Grant in the Amount of \$48,119 from Eastpointe Human Services to operate a Youth targeted Prevention Site

SUBJECT AREA: 4-H Programming

ACTION REQUESTED:

The Board is requested to approve Lenoir County Cooperative Extension's acceptance of a grant in the amount of \$48,119 from Eastpointe Human Services to enable Lenoir County Cooperative Extension and Lenoir County 4-H to operate a Prevention Education Site.

HISTORY/BACKGROUND:

These dollars support the 4-H Prevention Program, including the Coordinator for the Program. The program is designed to educate elementary, middle and high school age youth. Some of the target topics include Risky Lifestyle Choices, Goal Setting, Character Building, Positive Self Esteem, Substance Abuse Prevention and Education, Team Building, Bullying and other 4-H related curriculum. The 4-H Prevention Program also works with afterschool programs, Kennedy Home, Early College, Dobbs Youth Detention Center and Sampson Suspension School. The program hosts many events such as Red Ribbon Week, Great American Smoke Out, Prom Promises, Kick Butts Day, Students against Destructive Decisions and a Impaired Driving Simulation Experience. 4-H Prevention serves the populations throughout Lenoir County. This program is in it's 6th year of operation.

EVALUATION:

Students and program participants are given a pre-test and a post-test to determine knowledge gained and behavior changed as a result of program efforts. Some topics that are covered by the testing procedure include; youth reporting being better educated in the areas of Substance Abuse Prevention, youth reporting in post-test having a better plan for a career path and a reduction in incidence of youth being referred to court.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that Lenoir County Cooperative Extension be authorized to accept a grant in the amount of \$48,119 from Eastpointe Human Services to operate a Youth targeted Prevention Site.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Davis _____ Brown _____ Best _____ Sutton _____

Daughety _____ Hill _____ Rouse _____

Reuben Davis, Chairman
Lenoir County Board of Commissioners

Date

ATTEST

DATE

Item NO. 8

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: FINANCE/PROCESS FUNDS: \$13,981. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY **PRIOR YEAR** 2012 - 2013

Appropriations

Budget Amendment # _____

Date Approved _____

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
GENERAL FUND	FINANCE/PROCESS FUNDS	VARIOUS
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES		Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES
Account # and Title	Amount	Account # and Title Amount
<u>INCREASE</u>		<u>INCREASE</u>
10-3329-8920 EMPG SUPPLEMENTAL GRANT	13,981.00	10-4201-6403 EMPG SUPPLEMENTAL 13,981.00
Total	13,981.00	Total 13,981.00

Reason and Justification for Request:

BUDGET AMENDMENT TO APPROPRIATE FUNDS RECEIVED FROM STATE OF NC DEPT. OF CRIME CONTROL & PUBLIC SAFETY ON 6/14/2012 IN THE AMOUNT OF \$13,981.18. THESE FUNDS WILL BE USED TO OFFSET THE COST OF TRAINING, PURCHASE EOC SUPPLIES AND UPGRADES TO TECHNOLOGY.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	6/19/2013	<i>Martha H. Martin</i>	6/19/2013
Budget Officer Approval	Date		
<i>Mitchell Gorman</i>	6/19/13		
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy

Item NO.9

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: NON-DEPARTMENTAL: \$22,378.: INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY **PRIOR YEAR** 2012 - 2013
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		NON-DEPARTMENTAL		VARIOUS	
Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES		
Account # and Title		Amount	Account # and Title		Amount
<u>INCREASE</u>			<u>INCREASE</u>		
10-3212-1100	2012 TAX LEVY	22,378.00	10-4200-1913	PROF SVCS-BUS PER PROP AUDIT	22,378.00
Total		22,378.00	Total		22,378.00

Reason and Justification for Request:
 To appropriate additional property tax revenue received by the County as a result of a business personal property tax audit being conducted by County Tax Services, Inc. The County contracted with County Tax Services, Inc. in May of 2010 to conduct the audit. County Tax Services, Inc. receives a 30% commission on all business personal property discoveries found as a result of the audit. The County pays this commission only after the taxpayer pays the discovery tax bill. The Board approved the contract with County Tax Services, Inc. on May 17, 2010, Item #8.

Department Head Approval <i>Martita H. Martin</i>	Date 6/21/2013	Finance Officer Approval <i>Martita H. Martin</i>	Date 6/21/2013
Budget Officer Approval <i>MW Jarman</i>	Date 6/24/13		
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy

Item NO. 10

BUDGET ORDINANCE AMENDMENT: COMMUNITY DEVELOPMENT BLOCK GRANT:
SCATTERED SITE #12-C-2422:\$225,000. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2013 - 2014
Appropriations

Budget Amendment # _____
Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
COMMUNITY DEVELOPMENT BLOCK GRANTS		SCATTERED SITE GRANT #12-C-2422		Various	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES		
Account # and Title		Amount	Account # and Title		Amount
<u>INCREASE</u>			<u>INCREASE</u>		
46-3409-3608	GRANT-CDBG SS #12-C-2422	225,000.00	46-4964-1000	ADMINISTRATION	22,500.00
			46-4964-5850	REHABILITATION	202,500.00
Total		225,000.00	Total		225,000.00

Reason and Justification for Request:
BUDGET AMENDMENT TO SET UP THE REVENUE AND EXPENDITURE LINES FOR THE 2012 CDBG SCATTERED SITE GRANT #12-C-2422 THAT WAS APPROVED BY THE COMMISSIONERS ON MAY 6, 2013.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	<i>7/8/2013</i>	<i>Martha H. Martin</i>	<i>7/8/2013</i>

Budget Officer Approval	Date
<i>MW Jarman</i>	<i>7/9/13</i>

Board Approval (When Applicable)	Date	Date of Minutes

Finance Office - Copy

Department - Copy

Administration - Copy

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 07/15/13 **ITEM NO.** 11

RESOLUTION: Approving the Assistance Policy for the Single Family Rehabilitation Program (SFR13)

SUBJECT AREA: Community Development

ACTION REQUESTED:

The Board is requested to authorize the attached Assistance Policy for the SFR 2013 Single Family Rehabilitation Program.

HISTORY / BACKGROUND:

Lenoir County was awarded \$170,000 in Single Family Rehabilitation Program funds on May 5, 2013. These funds are to assist homeowners who are below 80% of the area median income, are elderly or disabled and meet certain other criteria.

EVALUATION:

The Wooten Company approached the County Manager in January of 2013 and asked if they could team up with Lenoir County to submit an application to the North Carolina Housing Finance Agency for Single Family Rehabilitation funds to serve Lenoir County. The Wooten Company will provide a Program Administrator and a Rehabilitation Specialist to take care of a majority of the project. The funds will be made available to homeowners who inhabit their dwelling, are at or below 80% of the area median income, have households that include either elderly or disabled members and meet certain other criteria that are outlined in the County's Assistance Policy. These funds will be made available as a loan rather than a grant. However, the loan will be forgiven at a rate of \$3,000 per year. The smallest amount of rehab work that will qualify is \$5,000 and the maximum amount will be \$45,000. These funds will assist in rehabilitating approximately four to six homes in Lenoir County.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the attached Assistance Policy for the SFR 2013 Single Family Rehabilitation Program be adopted.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Davis _____ Brown _____ Best _____ Daughety _____

Hill _____ Rouse _____ Sutton _____

Reuben J. Davis, Chairman

Date

ATTEST

Date

Lenoir County Assistance Policy For the 2013 Cycle of the Single-Family Rehabilitation Program

What is the Single-Family Rehabilitation Program?

Lenoir County has been granted Membership by the North Carolina Housing Finance Agency (“NCHFA”) under the 2013 cycle of the Single-Family Rehabilitation Program (“SFR13”). This program provides Members with funds via a “loan pool” to assist with the rehabilitation of moderately deteriorated homes that are owned and occupied by lower-income households.

As an SFR13 Member, Lenoir County has been allocated an initial set-aside of \$170,000 which it plans to apply toward the rehabilitation of about three (3) houses within Lenoir County. After the demonstrated successful use of the initial set-aside, the County may access additional funds, depending on availability, on a unit-by-unit basis from the SFR13 loan pool.

This Assistance Policy describes who is eligible for assistance under the SFR program, how applications for assistance will be rated and ranked, what the terms of assistance are, and how the rehabilitation process will be managed. Lenoir County has designed the SFR13 project to be fair, open and consistent with its approved application for funding and with the NCHFA SFR13 Program Guidelines.

The funds provided by NCHFA come from the US Department of Housing and Urban Development’s (HUD) Federal HOME Investment Partnerships Program. The form of assistance for construction related costs (hard costs) will be provided as no interest, no payment loans which are forgiven at the rate of \$3,000 per year. Non-construction related costs (soft costs) will be provided in the form of a grant.

Who is Eligible to Apply?

There are three major requirements to be eligible for SFR13 assistance:

- 1) The housing unit to be rehabilitated with SFR funds must be located in Lenoir County, and must be owner-occupied. The household occupying the unit must have an elderly or disabled (see definitions below for elderly, disabled) fulltime household member;
- 2) The gross annual household income must not exceed 80% of the County median income as published by HUD (see income limit table on the following page) and;
- 3) The cost of rehabilitation including all mandatory, energy-related measures cannot exceed the SFR13 Program Guideline limit of \$45,000. Unfortunately, not all homes can be brought up to the Program required Rehabilitation Standards with the limited funding available. Some otherwise-eligible households may be deemed ineligible for assistance because their homes fail this test.

What Types Of Houses Are Eligible?

Properties are eligible only if they meet all of the following requirements:

- The property must require at least \$5,000 of improvements in order to meet SFR Rehabilitation Standards.
- The property must be free of environmental hazards and other nuisances as defined by all applicable codes or regulations, or any such hazards or nuisances must be corrected as part of the rehabilitation of the unit. Lenoir County's Rehabilitation Specialist will determine whether there are environmental hazards/nuisances present on the site and if they can be removed through rehabilitation.
- Properties cannot be located in the right-of-way of any impending or planned public improvements. Lenoir County staff will assist in making this determination.
- The property cannot be located on a site that is endangered by mudslides, landslides or other natural or environmental hazards. If needed, the Rehabilitation Specialist will work with the homeowner to make this determination.
- On site stick built and off frame modular units will be eligible for consideration. Manufactured housing is not eligible for assistance.
- The property may be located in the 100 year flood plain if the lowest finished floor level is above the base flood elevation and the structure is in compliance with the Lenoir County flood plain ordinance. The lowest finished floor level must be verified with an elevation certificate provided by the Homeowner and the property must be covered by flood insurance. All things considered equal, properties located outside the 100-year flood plain will be given priority over properties located in the 100-year flood plain. *(Lenoir County will verify whether the home is in the flood plain.)*
- The property cannot have been repaired or rehabilitated with public funding of \$5,000 or more within the past 10 years without NCHFA approval.

2013 Income Limits for the Lenoir County-Lenoir County Single Family Rehabilitation Program

Number in Household	30% of Median Income	50% of Median ("Very Low Income")	80% of Median ("Low Income")
1	10,150	16,950	27,100
2	11,600	19,350	30,950
3	13,050	21,750	34,800
4	14,500	24,150	38,650
5	15,700	26,100	41,750
6	16,850	28,050	44,850
7	18,000	29,950	47,950
8	19,150	31,900	51,050

How are applications ranked?

There are many more SFR-eligible households (with eligible houses) than can be assisted with the available funds. Therefore, Lenoir County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories. Applications will be ranked according to which receive the most points. If there are more eligible applicants with eligible houses than can be treated with existing funding, Lenoir County may be able to treat additional houses with unrestricted pool funds. Pool applicants will come from the original applicant list and be considered according to which received the most points. If alternate pool applicants are not identified on the original applicant list and must be solicited, the solicited, eligible, pool applicants will be selected on a first come first served basis.

Priority Ranking System for Lenoir County 2013 Single-Family Rehabilitation Program

<i>Special Needs (for definitions, see below)</i>	<i>Points</i>
Elderly Head of Household (62 or older)	4
Disabled Head of Household	4
Disabled or Elderly Household Member (not Head of Household)	2
<i>Income (See Income Table above)</i>	<i>Points</i>
Less than 30% of County Median Income	4
30% to 50% of County Median Income	3
50% to 80% of County Median Income	2

Definitions under SFR13 are:

- *Elderly*: An individual aged 62 or older.
- *Disabled*: A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- *Head of Household*: The person or persons who own(s) the house.
- *Household Member*: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members are subject to income verification).

- *Occupant:* An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household who has resided in the dwelling unit for at least 3 months prior to the submission of the family's application.

Recipients of assistance under the SFR program will be chosen by the above criteria without regard to race, creed, sex, color or national origin.

What Are The Terms of Assistance Under SFR13?

The North Carolina Housing Finance Agency will provide assistance to those households selected for the project with a 0% interest, forgivable loan covering the hard costs associated with the rehabilitation of the home, as long as the owner resides in the home. The term of the loan is dependent upon the loan amount and the number of years it takes to bring the balance of the loan to \$0, when forgiven at \$3,000 per year. For example if the amount of the loan is \$31,452, then the term is 11 years (\$30,000 forgiven over the first 10 years and \$1,452 forgiven at the end of the 11th year).

The form of SFR assistance is a loan for the hard costs and a grant for the soft costs. These will be two separate documents or sets of documents; Promissory Note and Deed of Trust for the loan portion, covering hard costs only and a Grant Agreement for the grant portion, covering the soft costs.

As long as the borrower lives in the home, no payments on the loan will be required. If the recipient prefers, the loan can be paid off at any time, either in installments or as a lump sum payment. Furthermore, under certain circumstances NCHFA may allow assumption or refinancing of the loan. Should an heir inherit the property and choose to live in the house as their permanent residence, they may assume the loan without being income eligible. However, the lien remains on the property. A buyer who may wish to buy the property to live in may assume the loan so long as they can document that they are income-eligible ($\leq 80\%$ AMI). Default can occur if the property is sold or transferred to another person and/or if the borrower fails to use the home as a principal residence, without prior written approval of the North Carolina Housing Finance Agency.

What Kinds Of Work Will Be Done?

Each house selected for assistance must be rehabilitated to meet all SFR Rehabilitation Standards. That means every house must, upon completion of the rehabilitation:

- meet the US Department of Housing and Urban Development (“HUD”) Section 8 Housing Quality Standards including applicable Lead-Based Paint regulations 24 CFR part 35, and the Lenoir County Minimum Housing Code. (These are so-called “habitability standards” which set minimum standards for decent, safe and sanitary living conditions.)
- meet or exceed NCHFA Energy-Efficiency Standards. (These are standards designed to save energy and save you money on your monthly utility bills. They also result in healthier and more comfortable homes.)
- retain no “imminent threats” to the health and safety of the home’s occupants or to the home’s “structural integrity”. (An example of an imminent threat to occupants as well as to the home’s structural integrity is a crawlspace that is too damp. In time the dampness may provide an invitation for the growth of mold and mildew as well as promote damage to the framing from termites and fungi).

These requirements are spelled out in full in the SFR13 Administrator's Manual which you may view, at reasonable times, upon request, at the Community Development office of Lenoir County.

In addition to the above items that must be done to satisfy NCHFA requirements, the scope of work may also include certain items meant to enhance or protect neighborhood and unit property values and/or home modifications designed to enable frail or disabled household members to function more independently.

It is anticipated that each home rehabilitated with SFR13 funds will, with reasonable maintenance, be capable of lasting another 30 or 40 years.

Of course, contractors performing work funded under SFR13 are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to NC State Residential Building Code standards. (This does not mean, however, that the whole house must be brought up to Building Code Standards.)

What About Lead-based Paint?

Until it was discovered to be a health hazard, lead was used for centuries to make house paints. Now we know that lead exposure is a serious problem for everyone and especially small children. Selling lead paint was outlawed in 1978, but many older buildings still contain lead paint and children are still being poisoned.

Under SFR13, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will depend on the total amount of Federal funds used to rehabilitate the home, as per 24 CFR part 35. If required, lead-based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work.

It may be necessary for the household to relocate during the construction process for protection against lead poisoning. If relocation is required, it shall be the responsibility of the homeowner to pay for the relocation.

Who Will Do The Work On The Homes?

Lenoir County is obligated under SFR13 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet these requirements, Lenoir County will invite bids only from licensed general contractors who are part of an "approved contractors' registry".

- To be on the registry, contractors must (1) fill out an application form, listing several references and recent jobs completed, and (2) receive the "conditional approval" of Lenoir County. Once a contractor has been conditionally approved and successfully completed one job, his or her status is upgraded to "regular approval", meaning that they will be allowed to bid on a regular rotation as long as they remain in good standing. (Homeowners who know of quality rehabilitation

contractors that are not on the approved contractors' registry are welcome to invite them to apply.)

- All approved contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" means the contractor (1) is deemed able to complete the work in a timely fashion and (2) that the bid is within 15% (in either direction) of Lenoir County's cost estimate. All contractors working on pre-1978 units must be Renovate, Repair and Paint Rule Certified Renovators working for Certified Renovation firms.

What Are The Steps In The Process, From Application To Completion?

You now have information about how to apply for the Single-Family Rehabilitation Program and what type of work can be done through the Program. Let's go through the steps for getting the work done:

- 1. Completing a pre-application form:** Homeowners who wish to apply for assistance must do so by September 2, 2013. Apply by contacting Martha Martin, Finance Officer at 252-559-6464. Proof of ownership and income will be required. Those who have applied for housing assistance from Lenoir County in the past will not automatically be reconsidered. A new pre-application must be submitted.
- 2. Preliminary inspection:** Lenoir County's Rehabilitation Specialist will visit the homes of eligible households to determine the need and feasibility of the home for rehabilitation.
- 3. Screening of applicants:** Applications will be rated and ranked by Lenoir County based on the priority system outlined on page 3 and the feasibility of rehabilitating the house. Households to be offered assistance will be selected by November 1, 2013. Household income will be verified for program purposes only (information will be kept confidential) and ownership of property will be verified by conducting a title search. From this review, the three (3) most qualified applicants will be chosen according to the priority system described above. There will also be a list of two (2) alternates. Lenoir County will then submit to NCHFA a SFR13 Loan Application and Reservation Request form for each potential borrower for approval of SFR funding. Applicants not selected for SFR assistance will be notified in writing.
- 4. Written agreement:** A written agreement, the Homeowner Agreement, between the homeowner and Lenoir County will be executed as part of the Loan Application procedure and formally commits funds to the dwelling units. This agreement will certify that the property is the principal residence of the owner, that the post-rehab value of the property will not exceed 95% of the 203(b) limits established by HUD and define the amount and form of assistance being provided to the homeowner by Lenoir County, the scope of work to be performed, the date of completion and the rehabilitation standards to be met.

5. **Pre-rehab inspection & unit evaluation:** Lenoir County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks, etc. Each unit will be evaluated for energy-saving opportunities such as air-sealing and duct-sealing as well as for environmental concerns, such as lead based paint hazards.
6. **Work write-up:** The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bids are received from contractors.
7. **Lead Testing:** Lenoir County will arrange for a certified firm to inspect all the pre-1978 constructed homes for potential lead hazards. The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.
8. **Bidding:** The work write-up and bid documents will be mailed to all contractors on the Approved Contractors Registry who will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted in the Commissioners Board Room located at the Lenoir County's Court House, 130 S. Queen Street, Kinston, NC at a specified date and time, with all bidders invited to attend.
9. **Contractor selection:** Within 72 hours of the bid opening, after review of bid breakdowns and construction schedules, the winning bidders will be selected. All bidders and the homeowner will be notified of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the amount of the cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.
10. **Loan closing and contract execution:** Loan documents will be prepared by NCHFA and executed by the homeowner. By law, homeowner's have the right to hire legal representation of their choosing at loan closing. If homeowner does not have "representation" at the closing, the borrower must sign a NCHFA, "Unrepresented Borrower Affidavit". Construction contract documents will be executed by the homeowner and contractor with Lenoir County signing on as an interested third party.

Loan documents (Promissory Note and Deed of Trust) will be drawn up by NCHFA, with NCHFA as the lender. Lenoir County will facilitate with the loan closing and recordation of these documents and forward the recorded documents to NCHFA.

11. **Pre-construction conference:** A pre-construction conference will be held at the selected applicant's home. At this time, the homeowner, contractor and program

representatives will discuss the details of the work to be done. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old cabinets, etc.). Within 24 hours of the pre-construction conference, Lenoir County will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date.

- 12. Construction:** The contractor will be responsible for obtaining a building permit for the project before beginning work. The permit must be posted at the house during the entire period of construction. If applicable, the contractor will obtain a permit for lead hazard related activities. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Local Code Enforcement Officials will inspect the work for compliance with NC State Building Code. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as practicable.
- 13. Change Orders:** All changes to the scope of work must be approved by the owner, the contractor, Lenoir County's Rehabilitation Specialist, and Lenoir County Program Administrator and reduced in writing as a contract amendment ("change order"). An estoppel will most likely be done at the close-out of the unit due to the fact that the loan documents were drawn up with a 20% contingency and even without a change order, an estoppels will modify the loan downward.
- 14. Progress payments:** The contractor is entitled to request two partial payments and a final payment. The first partial payment may be requested when the work is 50% complete. The second partial payment may be requested when the work is 85% complete. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days, determine percentage of job completion and calculate a payment based on 90% of the total work completed. Payment will be made within fifteen business days of the inspection.
- 15. Closeout:** When the contractor declares the work complete, program staff will thoroughly inspect work. If deficiencies are observed, the contractor will be required to correct them. When the Rehabilitation Specialist and the Homeowner are satisfied that the contract has been fulfilled, the Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. After receipt of the contractor's final invoice, inspections, certificate of completion and lien releases, the final payment will be ordered. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work.
- 16. Post-construction conference:** Following construction the contractor and the Rehabilitation Specialist will sit down with the Homeowner one last time. At this conference the contractor will hand over all owner's manuals and warranties on equipment. The contractor and Rehabilitation Specialist will go over operating and

maintenance requirements for the new equipment and appliances and discuss general maintenance of the home with the Homeowner. The Homeowner will have the opportunity to ask any final questions about the work.

17. Final Loan Amount Determination: If, upon completion of all rehabilitation work, the contract price has changed due to the effect of change orders, NCHFA will execute and record the appropriate documents to reflect the resulting increase or decrease in the original loan amount. The loan will remain the property of NCHFA, with original documents remaining there for storage and “servicing”.

18. The warranty period: It is extremely important that any problems with the work that was performed be reported by the homeowner, to the Rehabilitation Specialist, as soon as possible. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected free of charge by the Contractor.

What are the key dates?

If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications available to the public starting August 1, 2013.
- Applications must be turned in at the County Planning Office by 5:00 PM on September 2, 2013.
- Selection of units will be made on November 1, 2013.
- All rehabilitation work must be under contract by December 31, 2014.
- All rehabilitation work must be completed by June 30, 2015.

How do I request an application?

Contact:

Martha Martin, Finance Officer
Lenoir County
PO Box 3289
Kinston, NC 28502-3289
Phone: 252-559-6450

Or: pick up an application at the Lenoir County Court House, Finance Office located at 130 South Queen Street, Kinston, NC.

Is there a procedure for dealing with complaints, disputes and appeals? Although the application process and rehabilitation guidelines are meant to be as fair as possible, Lenoir County realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact Martha Martin, Finance Officer, within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
2. A written appeal must be made within 10 business days of the initial decision on an application.
3. Lenoir County will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the rehabilitation process:

1. If the homeowner feels that construction is not being completed according to the contract, he/she must inform the contractor and the Rehabilitation Specialist.
2. The Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to the contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to correct the problem.
3. If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by Lenoir County's Finance Officer.
4. Should the mediation conference fail to resolve the dispute, the Program Administrator will render a written final decision.
5. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

Final Appeal:

After following the above procedures, any applicant or homeowner who remains dissatisfied with Lenoir County's final decision may appeal to Britni Edwards, NCHFA, PO Box 28066, Raleigh, NC 27611-8066, (919) 981-5006.

Will the personal information provided remain confidential?
Yes. All information in applicant files will remain confidential.

Access to the information will be provided only to Lenoir County employees who are directly involved in the program, the North Carolina Housing Finance Agency, the US Department of Housing and Urban Development (HUD) and auditors.

What about conflicts of interest? No employee or board member of Lenoir County, or entity contracting with Lenoir County, who exercises any functions or responsibilities with respect to the SFR13 project shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of Lenoir County employees, or of Lenoir County board members and others closely identified with, may be approved for rehabilitation assistance only upon public disclosure before the Lenoir County Board of Commissioners and written permission from NCHFA.

What about favoritism? All activities under SFR13, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, creed, sex, color or national origin.

Who can I contact about the SFR13 program? Any questions regarding any part of this application or program should be addressed to:

Martha Martin, Finance Officer
Lenoir County
130 South Queen Street
PO Box 3289
Kinston, NC 28502-3289
Phone: 252-559-6464

Brendan Nolan
Rehabilitation Specialist
The Wooten Company
301 West 14th Street
Greenville, NC 27834
Phone: (252) 757-1096

These contacts will do their utmost to answer questions and inquiries in the most efficient and correct manner possible.

This Assistance Policy is adopted this ____ day of _____ 2013.

Board Chairman,
Lenoir County

Attest

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 07/15/13 **ITEM NO.** 12

RESOLUTION: Approving the Procurement and Disbursement Policy for the Single Family Rehabilitation Program (SFR13)

SUBJECT AREA: Community Development

ACTION REQUESTED:

The Board is requested to authorize the attached Procurement and Disbursement Policy for the SFR 2013 Single Family Rehabilitation Program.

HISTORY / BACKGROUND:

Lenoir County was awarded \$170,000 in Single Family Rehabilitation Program funds on May 5, 2013. These funds are to assist homeowners who are at or below 80% of the area median income, are elderly or disabled and meet certain other criteria.

EVALUATION:

The Wooten Company approached the County Manager in January of 2013 and asked if they could submit an application to the North Carolina Housing Finance Agency for Single Family Rehabilitation funds to serve Lenoir County. The Wooten Company will provide a Program Administrator and a Rehabilitation Specialist to take care of a majority of the project. The funds will be made available to homeowners who inhabit their dwelling, are at or below 80% of the area median income, have households that include either elderly members and meet certain other criteria that are outlined in the County's Assistance Policy. These funds will be made available as a loan rather than a grant. However, the loan will be forgiven at a rate of \$3,000 per year. The smallest amount of rehab work that will qualify is \$5,000 and the maximum amount will be \$45,000. These funds will assist in rehabilitating approximately four to six homes in Lenoir County.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the attached Procurement and Disbursement Policy for the SFR 2013 Single Family Rehabilitation Program be adopted.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Davis _____ Brown _____ Best _____ Daughety _____
Hill _____ Rouse _____ Sutton _____

Reuben J. Davis, Chairman _____
Date

ATTEST _____
Date

Lenoir County's 2013 Single Family Rehabilitation Program

PROCUREMENT POLICY

1. To the maximum extent practical, Lenoir County promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Single Family Rehabilitation Program (SFR). Bids are invited from Contractors who are part of the County's approved contractor registry. (To be on the registry, a contractor must complete an application, have their recent work inspected, reviewed and approved by the Rehabilitation Specialist and submit proof of insurance at the appropriate levels required by the County.)
2. All eligible contractors on the County's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the County's cost estimate, and (c) there is no conflict of interest (real or apparent).
3. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder for each job site.
4. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job.
5. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
6. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract. The change order must also detail any changes to the original contract price.
7. No work may begin prior to a contract being awarded and a written order to proceed provided to the contractor. In addition, a pre-construction conference and "walk thru" shall be held at the work site prior to commencement of repair work.
8. Lenoir County reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. Should such methods ever become necessary the transaction will be fully documented.
10. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County's Rehabilitation Specialist, (b) a Code Enforcement Officer, and (c) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 15 business days for processing of the invoice for payment.
2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the County's Rehabilitation Specialist, payment may be withheld until such time the work is satisfactory. (Contractors may follow the County's Single Family Rehabilitation Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).
3. Lenoir County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
4. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policy is adopted this the _____ day of _____, 2013.

Lenoir County

BY: _____

Attested by: _____

CONTRACTORS STATEMENT:

I have read and understand the attached Procurement and Disbursement Policy.

BY: _____

COMPANY NAME: _____

WITNESS: _____



LENOIR COUNTY, NORTH CAROLINA
 BUDGET AMENDMENT REQUEST

FY 2013-2014
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		HEALTH		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES		
Account # and Title	Amount	Account # and Title	Amount		
INCREASE		<u>Increase</u>			
WIC PROGRAM (STATE)		5167-1260	Salaries & Wages/Part Time	\$	10,490.00
10-3507-3300	\$ 14,352.00	5167-1810	Employer-FICA	\$	650.38
		5167-1811	Employer-Medicare	\$	152.11
		5167-2900	Other Supplies	\$	3,059.51
Total	14,352.00	Total		\$	14,352.00

Reason and Justification for Request:
 Needed separate Breast Feeding Peer Counselor monies into separate salary line item as this will be paying for part time employee with no benefits as long as State monies are available.

Department Head Approval: *[Signature]* Date: *7/3/13*
 Finance Officer Approval: *[Signature]* Date: *7/3/2013*

Budget Officer Approval: *[Signature]* Date: *7/8/13*

Board Approval (When Applicable) Date: _____ Date of Minutes: _____

INTRODUCED BY: Michael Jarman, County Manager DATE: 07/15/2013 ITEM NO. 14

RESOLUTION: Authorizing Lenoir County Health Department to establish a Part Time Temporary Employee position with no benefits, to serve as WIC Breastfeeding Peer Counselor(BFPC) Program Funding Allocation.\$14,352

SUBJECT AREA: Financial

ACTION REQUESTED:

The Board is asked to grant permission to Lenoir County Health Department to utilize additional state WIC funds from WIC Breastfeeding Peer Counselor(BFPC) Program Funding Allocation. Declination of funds will result in total loss of BFPC funding.

WIC State Funds-

Revenue

10-3507-3300 WIC Program-State

Expenditure

10-5167-1260 Salaries/Wages-Part Time

10-5167-1810 Employer -FICA

10-5167-1811 Employer -Medicare

10-5167-2900 Other Supplies

HISTORY / BACKGROUND:

The funds may be used only for costs associated with the implementation, expansion and maintenance of breastfeeding peer counselor programs.

EVALUATION:

This action is necessary to provide sufficient accounting of expenditures and to comply with applicable laws. By hiring a part time temporary employee , the health department will meet the criteria to satisfy the requirements of WIC Program- State, thereby, decreasing the loss of anticipated revenues for FY 2013-2014 and future years.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners to authorize utilization of funds as requested.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Davis _____ Best _____ Sutton _____

Hill _____ Daughety _____ Rouse _____

Reuben J. Davis, Chairman

07/15/13
Date

ATTEST

07/15/13
Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 07/15/13 **ITEM NO.** 15

RESOLUTION: Approving FY 13-14 Position and Pay Classification Plan

SUBJECT AREA: Personnel

ACTION REQUESTED:

The Board is requested to approve the attached FY 13-14 Position Pay and Classification Plan, effective July 1, 2013, as the officially adopted Position and Pay Classification Plan for Lenoir County.

HISTORY / BACKGROUND:

The Position Pay and Classification Plan shows current positions, salary grade and minimum and maximum salaries of current positions.

EVALUATION:

Our Human Resources Department has proposed a fair and equitable Position Pay and Classification Plan that promotes uniform and consistent pay and classification practices for all Lenoir County employees. The plan complies with all State Personnel Act and County Personnel Policy requirements and it is presented in formats most commonly used by local units of Government. The Plan includes all of the position classifications that may be used in the new Fiscal Year.

Recommended amendments or revisions to the Plan may be presented to the County Manager and the Governing Board as needed throughout the year.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the FY 13-14 Position Pay and Classification Plan, as attached and incorporated into this resolution by reference, is approved, effective July 15, 2013.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____

Pharo _____ Rouse _____ Sutton _____

Reuben J. Davis, Chairman 07/15/13
Date

ATTEST 07/15/13
Date

**LENOIR COUNTY
POSITION AND PAY CLASSIFICATION
EFFECTIVE JULY, 2013
ALPHABETICAL LISTING**

CLASSIFICATION	EXEMPT NON-EXEMP ¹	SALARY GRADE	SALARY RANGE	
			Minimum	Maximum
A				
Accounting Clerk IV	Non-exempt	59	21,230	37,462
Accounting Specialist I	Non-exempt	67	30,656	54,096
Accounting Specialist II	Non-exempt	69	33,606	59,301
Accounting Technician I	Non-exempt	59	21,230	37,462
Accounting Technician II	Non-exempt	61	23,269	41,061
Accounting Technician III	Non-exempt	63	25,511	45,016
Administrative Assistant I	Non-exempt	63	25,511	45,016
Administrative Assistant II	Non-exempt	65	27,964	49,346
Administrative Officer I	Exempt	67	30,656	54,096
Administrative Officer II	Exempt	70	35,185	62,088
Administrative Secretary/Clk to the Board	Non-Exempt	67	30,656	54,096
Animal Control Officer I	Non-exempt	59	21,230	37,462
Animal Control Officer II	Non-exempt	61	23,269	41,061
Assistant County Manager	Exempt	80	55,694	98,278
Assistant Register of Deeds	Non-exempt	63	25,511	45,016
Assistant Tax Administrator	Exempt	72	38,571	68,062
Attorney I**	Exempt	78	50,806	89,654
Attorney II**	Exempt	81	58,311	102,896
B				
Building Inspector-Level I	Non-exempt	66	29,281	51,670
Building Inspector-Level II	Non-exempt	68	32,097	56,639
Building Inspector-Level III	Non-exempt	70	35,185	62,088
Building Permit Technician	Non-exempt	60	22,226	39,221
C				
Chief Building Inspector	Exempt	72	38,571	68,062
Chief Deputy	Exempt	74	42,281	74,609
Child Support Agent I	Non-exempt	63	25,511	45,016
Child Support Agent II	Non-exempt	65	27,964	49,346
Child Support Supervisor I	Exempt	67	30,656	54,096
Child Support Supervisor II	Exempt	68	32,097	56,639
Child Support Supervisor III	Exempt	69	33,606	59,301
Co. Social Services Director II	Exempt	81	58,311	102,896
Community Coordinator	Non-exempt	58	20,277	35,780
Community Health Assistant	Non-exempt	54	17,666	31,174
Compliance Officer***	Non-exempt	65	27,964	49,346
County Manager	Exempt	88	80,424	141,918
County Social Services Business Officer I	Exempt	72	38,571	68,062
County Social Services Program Administrator II	Exempt	74	42,281	74,609

D

Data Entry Operator II	Non-exempt	57	19,366	34,173
Deputy Director of Emergency Services	Exempt	70	35,185	62,088
Deputy Register of Deeds I	Non-exempt	60	22,226	39,221
Deputy Sheriff Captain	Non-exempt	71	36,840	65,007
Deputy Sheriff Corporal	Non-exempt	66	29,281	51,670
Deputy Sheriff Detective Captain	Non-exempt	71	36,840	65,007
Deputy Sheriff Detective Lieutenant	Non-exempt	70	35,185	62,088
Deputy Sheriff Detective Sergeant***	Non-exempt	69	33,606	59,301
Deputy Sheriff Detective***	Non-exempt	68	32,097	56,639
Deputy Sheriff I	Non-exempt	64	* 26,709	47,131
Deputy Sheriff II	Non-exempt	65	27,964	49,346
Deputy Sheriff Lieutenant	Non-exempt	69	33,606	59,301
Deputy Sheriff Major***	Exempt	72	38,571	68,062
Deputy-Supervisor of Elections	Non-exempt	59	21,230	37,462
Detention Center Captain	Non-exempt	71	36,840	65,007
Detention Center Corporal***	Non-exempt	65	27,964	49,346
Detention Center Lieutenant	Non-exempt	68	32,097	56,639
Detention Center Sergeant***	Non-exempt	66	29,281	51,670
Detention Officer I***	Non-exempt	63	25,511	45,016
Detention Officer II***	Non-exempt	64	26,709	47,131
Director of Transit**	Exempt	72	38,571	68,062
Director of Elections	Exempt	72	38,571	68,062
Dispatcher	Non-exempt	60	22,226	39,221
District Cost Share Technician I	Non-exempt	65	27,964	49,346
District Cost Share Technician II	Non-exempt	67	30,656	54,096

E

E-911 Technician	Non-exempt	64	26,709	47,131
Economic Development Specialist	Non-exempt	66	29,281	51,670
Economic Development Director	Exempt	80	55,694	98,278
Emergency Services Director	Exempt	78	50,806	89,654
Emergency Services Planner	Non-exempt	68	32,097	56,639
EMS Commander	Non-exempt	68	* 32,097	56,639
EMS Training Officer	Non-exempt	68	32,097	56,639
EMT-Basic	Non-exempt	62	* 24,366	42,997
EMT-Intermediate	Non-exempt	64	* 26,709	47,131
EMT-Intermediate-Captain	Non-exempt	64	* 26,709	47,131
EMT-Medic	Non-exempt	66	* 29,281	51,670
EMT-Paramedic-Captain	Non-exempt	66	* 29,281	51,670
Environmental Health Specialist	Non-exempt	68	32,097	56,639
Environmental Health Supervisor	Exempt	71	36,840	65,007
Executive Assistant I**	Non-exempt	64	26,709	47,131
Executive Assistant II**	Non-exempt	66	29,281	51,670

F

Farmers Market Manager	Non-Exempt	67	30,656	54,096
Finance Officer	Exempt	77	48,527	85,631

Foreign Language Interpreter I	Non-exempt	60	22,226	39,221
Foreign Language Interpreter II	Non-exempt	63	25,511	45,016

G

GIS Coordinator	Non-exempt	72	38,571	68,062
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H

Heavy Equipment Mechanic	Non-exempt	65	27,964	49,346
Heavy Equipment Operator I	Non-exempt	60	22,226	39,221
Heavy Equipment Operator II	Non-exempt	61	23,269	41,061
Housekeeper	Non-exempt	54	16,874	29,776
HR Analyst II	Non-exempt	72	38,571	68,062
HR Payroll Clerk V	Non-exempt	61	23,269	41,061
Human Resource Director	Exempt	80	55,694	98,278
Human Resource Placement Specialist	Non-exempt	65	27,964	49,346

I

Income Maintenance Administrator I	Exempt	74	42,281	74,609
Income Maintenance Caseworker I	Non-exempt	63	25,511	45,016
Income Maintenance Caseworker II	Non-exempt	65	27,964	49,346
Income Maintenance Caseworker III	Non-exempt	67	30,656	54,096
Income Maintenance Investigator II	Non-exempt	67	30,656	54,096
Income Maintenance Supervisor II	Exempt	69	33,606	59,301
Income Maintenance Supervisor III	Exempt	71	36,840	65,007
Income Maintenance Technician	Non-exempt	59	21,230	37,462

J

Jail Cook	Non-exempt	57	19,366	34,173
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L

Land Records Specialist	Non-exempt	67	30,656	54,096
Landfill Manager	Exempt	65	27,964	49,346
Lead Child Support Agent	Non-exempt	66	29,281	51,670
Lead Worker V	Non-exempt	62	24,366	42,997
Local Health Director II	Exempt	81	58,311	102,896

M

Maintenance Coordinator	Exempt	65	27,964	49,346
Maintenance Mechanic	Non-exempt	61	23,269	41,061
Maintenance Worker I	Non-exempt	56	18,498	32,642
Maintenance Worker II	Non-exempt	58	20,277	35,780
Medical Lab Technician II	Non-exempt	64	26,709	47,131
Medical Lab Technologist I	Non-exempt	68	32,097	56,639

MIS Assistant Director	Exempt	74	42,281	74,609
MIS Director	Exempt	80	55,694	98,278
MIS Network Administrator	Exempt	72	38,571	68,062
MIS Support Services Manager	Non-exempt	69	33,606	59,301
MIS Technician I	Non-exempt	67	30,656	54,096
MIS Technician II	Non-exempt	68	32,097	56,639

N

Non-Emergency Transport Supervisor	Non-exempt	62	24,366	42,997
Nutritionist II	Non-exempt	66	29,281	51,670
Nutritionist Program Director I	Exempt	70	35,185	62,088

O

Office Assist II	Non-exempt	54	16,874	29,776
Office Assist III	Non-exempt	57	19,366	34,173
Office Assist IV	Non-exempt	59	21,230	37,462
Office Assist V	Non-exempt	61	23,269	41,061
Office Work Unit Supervisor	Non-exempt	61	23,269	41,061
Operations Manager	Non-exempt	64	26,709	47,131

P

Parent Educator	Non-Exempt	61	23,269	41,061
Parent Educator Coordinator	Non-exempt	63	25,511	45,016
Patient Relations Representative	Non-exempt	59	21,230	37,462
Personnel Technician II	Non-exempt	66	29,281	51,670
Personnel Technician III	Non-exempt	68	32,097	56,639
Physician Extender II	Exempt	81	58,311	102,896
Planning Specialist	Exempt	68	32,097	54,096
Poll Worker	Non-exempt	52	15,393	27,163
Practical Nurse II	Non-exempt	62	23,888	42,154
Processing Assist II	Non-exempt	54	16,874	29,776
Processing Assistant III	Non-exempt	57	19,366	34,173
Processing Assistant IV	Non-exempt	59	21,230	37,462
Processing Assistant V	Non-exempt	61	23,269	41,061
Program Assistant	Non-Exempt	63	25,511	45,016
Public Health Educator I	Non-exempt	63	25,511	45,016
Public Health Educator II	Non-exempt	67	30,656	54,096
Public Health Nurse I	Non-exempt	70	35,185	62,088
Public Health Nurse II	Non-exempt	72	38,571	68,062
Public Health Nurse III	Non-exempt	73	40,383	71,261
Public Health Nursing Director I	Exempt	77	48,527	85,631
Public Health Nursing Supervisor I	Exempt	74	42,281	74,609
Public Health Nursing Supervisor II	Exempt	76	46,348	81,786
Public Health Physician I	Exempt	89	84,204	148,587
Public Information Assist IV	Non-exempt	59	21,230	37,462

R

Register of Deeds	Exempt	75	44,267	78,115
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S

Safety Officer	Non-exempt	63	25,511	45,016	
Scale House Operator	Non-exempt	57	19,366	34,173	
Secretary I	Non-Exempt	57	19,366	34,173	
Secretary IV	Non-exempt	61	23,269	41,061	
Security Officer	Non-exempt	57	19,366	34,173	
Sheriff	Exempt	81	58,311	102,896	
Site Attendants	Non-exempt	55	17,666	31,174	
Social Services Program Administrator II	Exempt	74	42,281	74,609	
Social Worker I	Non-exempt	63	25,511	45,016	
Social Worker I-Child Welfare	Non-exempt	63	*	25,511	45,016
Social Worker II	Non-exempt	67	30,656	54,096	
Social Worker II-Child Welfare	Non-exempt	67	*	30,656	54,096
Social Worker III	Non-exempt	69	33,606	59,301	
Social Worker III-Child Welfare	Non-exempt	69	*	33,606	59,301
Social Worker Program Administrator I	Exempt	75	44,267	78,115	
Social Worker Program Manager-Child Welfare	Exempt	74	*	42,281	74,609
Social Worker Supervisor II	Exempt	70	35,185	62,088	
Social Worker Supervisor III	Exempt	73	40,383	71,261	
Social Worker Supervisor III-Child Welfare	Exempt	73	*	40,383	71,261
Social Worker-Investigative/Assessment & Treatment	Non-exempt	71	*	36,840	65,007
Solid Waste Director	Exempt	72	38,571	68,062	
Staff Developmental Specialist I	Exempt	70	35,185	62,088	
Staff Developmental Specialist II	Exempt	72	38,571	68,062	
Staff Developmental Specialist III	Exempt	74	42,281	74,609	
Supervisor of Elections	Non-exempt	59	21,230	37,462	

T

Tax Administrator	Exempt	78	50,806	89,654	
Tax Analyst	Non-exempt	64	26,709	47,131	
Tax Appraiser I**	Non-exempt	65	27,964	49,346	
Tax Appraiser II**	Non-exempt	67	30,656	54,096	
Tax Appraiser III**	Non-exempt	69	33,606	59,301	
Tax Appraiser Supervisor***	Non-exempt	70	35,185	62,088	
Tax Appraisal Technician***	Non-exempt	61	23,269	41,061	
Tax Assistant I	Non-exempt	60	22,226	39,221	
Tax Assistant II	Non-exempt	61	23,269	41,061	
Tax Assistant III***	Non-exempt	62	24,366	42,997	
Tax Collections Supervisor	Non-exempt	67	30,656	54,096	
Tax Collector	Exempt	72	38,571	68,062	
Telecommunications Commander	Non-exempt	65	*	27,964	49,346
Telecommunications Operations Manager	Exempt	68	32,097	56,639	
Telecommunications Trainer	Non-exempt	65	27,964	49,346	
Telecommunicator I	Non-Exempt	61	*	23,269	41,061
Telecommunicator II	Non-exempt	62	*	24,366	42,997
Telecommunicator III	Non-Exempt	63	*	25,511	45,016

Tourism Coordinator	Exempt	70	35,185	62,088
Transporation Commander	Non-exempt	62	24,366	42,997
Transportation Coordinator	Non-exempt	62	24,366	42,997

U

Utility Worker	Non-exempt	57	19,366	34,173
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V

Vehicle Operator I	Non-exempt	57	19,366	34,173
Vehicle Operator II	Non-exempt	59	21,230	37,462

Commissioner-Chairman			\$ 18,250	
Commissioner			\$ 14,559	

Bd of Elections-Chairman			\$3,920/Annual	
Bd of Elections			\$2,953/Annual	

Jury Commission			\$10.00 Per hr.	
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Bd of Social Services-Chairman			\$150 Per Mtg.	
Bd of Social Services			\$100 Per Mtg.	

Note:

* Special Entry or Beginning Salary Rates

** New Classification

*** Amended, Revised or Corrected

**LENOIR COUNTY
POSITION AND PAY CLASSIFICATION
EFFECTIVE JULY, 2013
GRADE ORDER**

SALARY GRADE	SALARY RANGE		EXEMPT	CLASSIFICATION
	Minimum	Maximum	NON-EXEMPT	
52	15,393	27,163	Non-exempt	Poll Worker
54	16,874	29,776	Non-exempt	Community Health Assistant Housekeeper Office Assist II Processing Assist II
55	17,666	31,174	Non-exempt	Site Attendants
56	18,498	32,642	Non-exempt	Maintenance Worker I
57	19,366	34,173	Non-exempt Non-exempt Non-exempt Non-exempt Non-Exempt Non-exempt Non-exempt Non-exempt	Data Entry Operator II Jail Cook Office Assist III Processing Assistant III Scale House Operator Secretary I Security Officer Utility Worker Vehicle Operator I
58	20,277	35,780	Non-Exempt Non-exempt	Community Coordinator Maintenance Worker II
59	21,230	37,462	Non-exempt	Accounting Clerk IV Accounting Technician I Animal Control Officer I Deputy-Supervisor of Elections Income Maintenance Technician Office Assist IV Patient Relations Representative Processing Assistant IV Public Information Assist IV Supervisor of Elections Vehicle Operator II

60	22,226	39,221	Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt	Dispatcher Building Permit Technician Deputy Register of Deeds I Foreign Language Interpreter I Heavy Equipment Operator I Tax Assistant I
61	23,269	41,061	Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-Exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-Exempt	Accounting Technician II Animal Control Officer II Heavy Equipment Operator II HR Payroll Clerk V Maintenance Mechanic Office Assist V Office Work Unit Supervisor Parent Educator Processing Assistant V Secretary IV Tax Appraisal Technician*** Tax Assistant II Telecommunicator I
62	24,366	42,997	Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt	EMT-Basic Lead Worker V Non-Emergency Transport Supervisor Practical Nurse II Tax Assistant III Telecommunicator II Transportation Commander Transportation Coordinator
63	25,511	45,016	Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-Exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-Exempt	Accounting Technician III Administrative Assistant I Assistant Register of Deeds Child Support Agent I Detention Officer I*** Foreign Language Interpreter II Income Maintenance Caseworker I Parent Educator Coordinator Public Health Educator I Safety Officer Social Worker I Social Worker I-Child Welfare Telecommunicator III
64	26,709	47,131	Non-exempt Non-exempt Non-exempt	Deputy Sheriff I Detention Officer II*** E-911 Technician

			Non-exempt	EMT-Intermediate
			Non-exempt	EMT-Intermediate-Captain
			Non-exempt	Executive Assistant I**
			Non-exempt	Medical Lab Technician II
			Non-exempt	Operations Manager
			Non-exempt	Tax Analyst
65	27,964	49,346	Non-exempt	Administrative Assistant II
			Non-exempt	Child Support Agent II
			Non-exempt	Compliance Officer***
			Non-exempt	Deputy Sheriff II
			Non-exempt	Detention Center Corporal***
			Non-exempt	District Cost Share Technician I
			Non-exempt	Heavy Equipment Mechanic
			Non-exempt	Human Resource Placement Specialist
			Non-exempt	Income Maintenance Caseworker II
			Exempt	Landfill Manager
			Exempt	Maintenance Coordinator
			Non-exempt	Tax Appraiser I**
			Non-exempt	Telecommunications Commander
			Non-exempt	Telecommunications Trainer
66	29,281	51,670	Non-exempt	Building Inspector-Level I
			Non-exempt	Deputy Sheriff Corporal
			Non-exempt	Detention Center Sergeant***
			Non-exempt	Economic Development Specialist
			Non-exempt	EMT-Medic
			Non-exempt	EMT-Paramedic-Captain
			Non-exempt	Executive Assistant II**
			Non-exempt	Lead Child Support Agent
			Non-exempt	Nutritionist II
			Non-exempt	Personnel Technician II
67	30,656	54,096	Non-exempt	Accounting Specialist I
			Non-exempt	Administrative Officer I
			Non-exempt	Administrative Secretary/Clk to the Board
			Exempt	Child Support Supervisor I
			Non-exempt	District Cost Share Technician II
			Non-exempt	Income Maintenance Caseworker III
			Non-exempt	Income Maintenance Investigator II
			Non-exempt	Land Records Specialist
			Non-exempt	MIS Technician I
			Non-exempt	Public Health Educator II
			Non-exempt	Social Worker II
			Non-exempt	Social Worker II-Child Welfare
			Non-exempt	Tax Appraiser II**
			Non-exempt	Tax Collections Supervisor

68	32,097	56,639	Non-exempt Exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Non-exempt Exempt Exempt	Building Inspector-Level II Child Support Supervisor II Deputy Sheriff Detective*** Detention Center Lieutenant Emergency Services Planner EMS Commander EMS Training Officer Environmental Health Specialist Medical Lab Technologist I MIS Technician II Personnel Technician III Planning Specialist Telecommunications Operations Manager
69	33,606	59,301	Non-exempt Exempt Non-exempt Non-exempt Exempt Non-exempt Non-exempt Non-exempt Non-exempt	Accounting Specialist II Child Support Supervisor III Deputy Sheriff Detective Sergeant*** Deputy Sheriff Lieutenant Income Maintenance Supervisor II MIS Support Services Manager Social Worker III Social Worker III-Child Welfare Tax Appraiser III**
70	35,185	62,088	Exempt Non-exempt Exempt Non-exempt Exempt Non-exempt Exempt Exempt Non-exempt Exempt	Administrative Officer II Building Inspector-Level III Deputy Director of Emergency Services Deputy Sheriff Detective Lieutenant Nutritionist Program Director I Public Health Nurse I Social Worker Supervisor II Staff Developmental Specialist I Tax Appraiser Supervisor*** Tourism Coordinator
71	36,840	65,007	Non-exempt Non-exempt Non-exempt Exempt Exempt Non-exempt	Deputy Sheriff Captain Deputy Sheriff Detective Captain Detention Center Captain Environmental Health Supervisor Income Maintenance Supervisor III Social Worker-Investigative/Assessment & Treatment
72	38,571	68,062	Exempt Exempt Exempt	Assistant Tax Administrator Chief Building Inspector County Social Services Business Officer I

			Exempt	Deputy Sheriff Major***
			Exempt	Director of Transit**
			Exempt	Director of Elections
			Non-exempt	GIS Coordinator
			Non-exempt	HR Analyst II
			Exempt	MIS Network Administrator
			Non-exempt	Public Health Nurse II
			Exempt	Solid Waste Director
			Exempt	Staff Developmental Specialist II
			Exempt	Tax Collector
73	40,383	71,261	Non-exempt	Public Health Nurse III
			Exempt	Social Worker Supervisor III
			Exempt	Social Worker Supervisor III-Child Welfare
74	42,281	74,609	Exempt	Chief Deputy
			Exempt	County Social Services Program Administrator II
			Exempt	Income Maintenance Administrator I
			Exempt	MIS Assistant Director
			Exempt	Public Health Nursing Supervisor I
			Exempt	Social Services Program Administrator II
			Exempt	Social Worker Program Manager-Child Welfare
			Exempt	Staff Developmental Specialist III
75	44,267	78,115	Exempt	Register of Deeds
			Exempt	Social Worker Program Administrator I
76	46,348	81,786	Exempt	Public Health Nursing Supervisor II
77	48,527	85,631	Exempt	Finance Officer
			Exempt	Public Health Nursing Director I
78	50,806	89,654	Exempt	Attorney I**
			Exempt	Emergency Services Director
			Exempt	Tax Administrator
80	55,694	98,278	Exempt	Assistant County Manager
			Exempt	Economic Development Director
			Exempt	Human Resource Director
			Exempt	MIS Director
81	58,311	102,896	Exempt	Attorney II**

			Exempt	Co. Social Services Director II
			Exempt	Local Health Director II
			Exempt	Physician Extender II
			Exempt	Sheriff
88	80,424	141,918	Exempt	County Manager
89	84,204	148,587	Exempt	Public Health Physician I

\$ 18,250
\$ 14,559

Commissioner-Chairman
Commissioner

\$3,920/Annual
\$2,953/Annual

Bd of Elections-Chairman
Bd of Elections

\$10.00 Per hr.

Jury Commission

\$150 Per Mtg.
\$100 Per Mtg.

Bd of Social Services-Chairman
Bd of Social Services

Note:

* Special Entry or Beginning Salary Rates

** New Classification

*** Amended, Revised or Corrected

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 07/15/2013 **ITEM NO.** 16

RESOLUTION: Allowing Sheriff Chris Hill to Enter into Mutual Assistance Agreements with Outside Law Enforcement Agencies

SUBJECT AREA: ADMINISTRATIVE

ACTION REQUESTED:

The Board is requested to approve this resolution allowing Sheriff Chris Hill to enter into mutual assistance agreements with surrounding law enforcement agencies.

HISTORY / BACKGROUND:

Sheriff Hill was appointed on April 1, 2013. Previous mutual aid agreements were executed by retired Sheriff W.E. "Billy" Smith and are required to be updated with the appointment of a new Sheriff. Since his appointment, Sheriff Hill has not been authorized to enter into any mutual aid assistance agreements by the Board of Commissioners. These mutual aid agreements allow the Sheriff and other agency heads to give/receive assistance in the event of an emergency, investigation or when special equipment is needed.

EVALUATION:

Pursuant to North Carolina General Statutes § 160A-288, the governing body of a county may adopt appropriate guidelines for the purpose of mutual assistance with other municipal and county law enforcement agencies. Pursuant to said laws, the law enforcement assistance to be rendered authorizes Lenoir County deputies to work temporarily with officers of requesting agencies, including in an undercover capacity, and to provide equipment and supplies when needed. It is deemed to be in the best interest of the citizens of Lenoir County to adopt a reasonable policy and guidelines whereby reciprocal law enforcement assistance can be both rendered to and obtained from other governmental jurisdictions. Such reciprocal assistance is necessary for effective law enforcement for the protection of the the citizens of Lenoir County.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Sheriff is hereby authorized to enter into mutual assistance arrangements with other municipal and county law enforcement agencies, provided that the head of the requesting agency makes such a request in writing. The Sheriff is hereby authorized to permit officers of the Lenoir County Sheriff's Office to work temporarily with officers of the requesting agency, including in an undercover capacity, and the Sheriff may lend such equipment and supplies to agencies as he deems advisable, and all such requests and authorizations shall be in accordance with North Carolina General Statutes § 160A-288, as applicable. While working with a requesting agency, an officer shall have the same jurisdiction, powers, rights, privileges and immunities (including those relating to the defense and civil actions and payment of judgments) as the officers of the requesting agency in addition to those the officer normally possesses. While on duty with the requesting agency, an officer shall be subject to the lawful operational commands of the officer's superior officers in the requesting agency, but the officer shall for personnel and administrative purposes, remain under the control of the officer's own agency, including for purposes of pay. An officer shall furthermore be entitled to worker's compensation and the same benefits to the extent as though he were functioning within the normal scope of the officer's duties. The Sheriff is hereby authorized to enter into mutual assistance agreements with other law enforcement agencies in accordance with such reasonable arrangements, terms and conditions as may be agreed upon between the respective heads of the law enforcement agencies.

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Rouse _____ Sutton _____ Brown _____ Davis _____
Hill _____ Brown _____ Daughety _____

Rueben J. Davis, Chairman

Date

ATTEST

Date

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 07/15/2013 **ITEM NO.** 17

RESOLUTION: Allowing Sheriff Chris Hill to Enter into Agreements with County Sheriff's to House Inmates

SUBJECT AREA: ADMINISTRATIVE

ACTION REQUESTED:

The Board is requested to approve this resolution allowing Sheriff Chris Hill to enter into agreements with other county sheriff's to house Lenoir County inmates or to house other outside county inmates in the detention center.

HISTORY / BACKGROUND:

The W.E. "Billy" Smith Detention Center was completed in March of 2013. This jail is capable of holding 200 inmates. The county continues to operate the older jail which was constructed in 1982, which will hold 85 inmates. On July 3, 2013 the combined total inmates in both jails was 213. Several of the inmates are from Beaufort County. The sheriff is currently charging Beaufort County at a rate of \$50 per day per inmate. Other Sheriffs have expressed an interest in having Lenoir County hold their excess inmates.

EVALUATION:

The detention center (including both jails) has a capacity to hold 285 inmates. There were approximately 72 beds available on July 3, 2013 that was available to house inmates from other county jails. Under a proposed written agreement which must be signed by both Sheriff's, the Lenoir County Sheriff intends to charge a rate of \$50 per day, per inmate to house inmates from other county jails. Routine in-house medical issues would be covered under Lenoir County jail medical contract. Outside medical care and inmate surveillance would be the responsibility of the county that is responsible for the inmate (sending county).

The Sheriff respectfully requests that he be permitted to execute agreements with other Sheriff's to house inmates as specified in the **AGREEMENT TO HOUSE INMATES** or to execute an agreement with another county to house Lenoir County inmates in cases of an emergency, overflow or disaster.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Sheriff is hereby authorized to enter into agreements with other county Sheriff's to house inmates as specified in the **AGREEMENT TO HOUSE INMATES** or to execute an agreement with other county Sheriff's to house Lenoir County inmates in cases of an emergency, overflow or disaster.

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Rouse _____ Sutton _____ Brown _____ Davis _____

Hill _____ Brown _____ Daughety _____

Rueben J. Davis, Chairman

Date

ATTEST

Date

RESOLUTION: Approving/Authorizing Execution of FY13-14 Insurance Policies with WA Moore Company, Inc., and Discovery Insurance Co.: \$605,775.

SUBJECT AREA: Administrative

ACTION REQUESTED: To award insurance contracts for auto, property, crime, general, and professional liability to WA Moore Company, Inc. for \$439,125 and for workers compensation third party administration to Discovery Insurance Co. for \$34,000 and for EMS liability, equipment, auto, and \$10 million excess liability to WA Moore Company, Inc. for \$82,620 and for excess workers compensation to WA Moore Company, Inc. for \$50,030.

HISTORY / BACKGROUND: This current fiscal year will be the twelfth in which the County contracted out all of the above-referenced insurance policies to local agents. In the past, part of the insurance coverage was taken through local agents and part was through the NCACC/NC Risk Management Pool. In past years, the Pool became increasingly more expensive than the local insurance options, so we are recommending continuing with the local companies. For FY13-14, the County increased coverage on buildings by 3.0%, increased auto liability deductible from \$1,000 to \$5,000 due to poor claims history, experienced premium increase for excess workers compensation stop-loss policy, experienced increase in law enforcement liability due to additional jail staffing, increased deductible on property coverage from \$5,000 to \$10,000 to minimize premium increase, and once again contracted with Discovery Insurance to handle compliance with mandated Medicare Secondary Payer reporting requirements. The JT Sutton Insurance Agency merged with WA Moore Company, Inc., on May 1, 2007; therefore, coverage previously provided by JT Sutton on auto, property, crime, general liability, and professional liability is now provided by WA Moore Company, Inc. Administration is recommending continuation of insurance coverage on County properties with WA Moore Company, Inc. for FY13-14.

Note: Administration did not bid this out because of the positive prior years' experience with these firms. These firms are independent agents and **bid our insurance needs with several companies** to obtain the best renewal quote for the County. There are only a limited number of underwriters that write insurance for units of government. Also, for EMS, there really is only one underwriter – VFIS (Volunteer Firemans' Insurance Services) which offers vehicle, general liability, and equipment coverages. The County is **self-insured** on workers compensation, although we contract with Discovery Insurance Company to handle claims and we pay for excess coverage for claims exceeding \$600,000. W.A. Moore evaluated premiums to determine the possibility of being fully insured for worker's compensation; however, based on their analysis, the County is still benefiting from being self insured for this coverage.

EVALUATION: A comparison of premiums was made between FY11-12, FY12-13, and FY13-14.

Coverage	Agent/Company	FY11-12	FY12-13	FY13-14	%Δ
1. Auto, Property, Crime, General, and Professional Liability	J. T. Sutton Insurance Co./ WA Moore	\$266,961	\$359,175	\$439,125	22.3%
2. Workers Comp. Admin.	Discovery Insurance Co.	\$33,000	\$34,000	\$34,000	0.0%
3. EMS-vehicles, general liability, equipment	WA Moore-VFIS	\$75,731	\$82,291	\$82,620	0.4%
4. Excess Workers Comp.	WA Moore	\$47,005	\$40,272	\$50,030	24.2%
	Total	\$422,697	\$515,738	\$605,775	17.5%

MANAGER'S RECOMMENDATION:

Note: VFIS will continue to cover property and liability for the EMS division. Insurance agents have recommended keeping this coverage separate from other County operations. Funds are appropriated in FY13-14 to pay for this coverage.

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that insurance policies, as recommended and incorporated by reference within this resolution, be awarded to: W.A. Moore Company, Inc. for auto, property, crime, general and professional liability: Discovery Insurance Company for workers compensation third party administration: W.A Moore Company, Inc. for EMS liability, equipment, auto and \$10 million excess liability: WA Moore Company, Inc. for excess workers compensation, and **be it further resolved** that the County Manager or his designee are authorized to execute contracts ensuring these policies are effective on behalf of Lenoir County for FY13-14.

Discovery	Workers Comp Administration	\$34,000
WA Moore	Vehicles, PEP Liability, Buildings Commercial Liability, Commercial umbrella	\$439,125
WA Moore	Excess Worker's Compensation	\$50,030
WA Moore	EMS	<u>\$82,620</u>
	Total	\$605,775

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Davis _____ Brown _____ Best _____ Daughety _____
Hill _____ Rouse _____ Sutton _____

Reuben J. Davis, Chairman 07/15/13

ATTEST 07/15/13
Date

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 07/15/13 **ITEM NO.:** 19

RESOLUTION: AUTHORIZING FY13-14 SERVICE CONTRACTS AND PURCHASE ORDERS FOR: DEPARTMENT OF SOCIAL SERVICES: \$1,534,950.50

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to authorize the Department of Social Services Director to execute the following FY13-14 Service Contracts and Purchase Orders in the amount of \$1,534,950.50.

City of Kinston	Gas for Vehicles	10-5310-2500	\$14,000.
Staples	Office Supplies	10-5310-2600	\$8,000.
Corporate Resources	Office Supplies	10-5310-2600	\$10,000.
Office Depot	Office Supplies	10-5310-2600	\$40,000.
USPS	Postage	10-5310-3250	\$36,000.
City of Kinston	Lawn Service	10-5310-3500	\$3,400.
Drake Janitorial	Janitorial Service	10-5310-3500	\$31,176.
Floors & Courts	Janitorial Supplies	10-5310-3500	\$8,500.
Daughety's Office	Copier lease, service & toners	10-5310-3520	\$40,000.
Coeco	Alchemy indexing license	10-5310-3520	\$34,000
Freedom ENC	Advertising – employment	10-5310-3700	\$10,000.
VanGuard	Temporary Employees	10-5310-3930	\$44,000.
Mega Force Staffing	Temporary Employees	10-5310-3930	\$44,000
BLR	Employee Training	10-5310-3950	\$3,106
Dell	Computer lease	10-5310-7100	\$58,000
Information Inc	Daysheet Program & Maint	10-5310-2650	\$3,050
Lexis Nexus	Online Law Library	10-5310-1920	\$5,000
Salvation Army	Contracting - Energy Program	10-5372-1152	\$35,000
Div of Services for the Blind	Social Worker for the blind	10-5356-4970	\$7,245
Addus Health	In Home Services	10-5321-4972 10-5330-4970 10-5332-4010	\$260,908
Daybreak	Adult Services	10-5330-4971	\$40,000
Enterprise, R & W Transport, Illie Dawson, James Ingram & Anthony's Taxi Service	Medicaid Transportation	10-5352-4971	\$525,000
Lenoir County Sheriff Dept.	Deputy	10-5361-4970	\$47,187
Griffin & Griffin	CPS & Adult Legal	10-5350-4984	\$31,189.25
Wooten & Turick	CPS & Adult Legal	10-5350-4984	\$31,189.25
Christopher Rogerson Law Firm	Child Support Legal	10-5361-4973	\$81,000.
Wooten & Turick	Child Support Legal	10-5361-4973	\$81,000
Smith & Blizzard	Child Support Legal	10-5361-4973	\$3,000.

HISTORY/BACKGROUND: All purchase orders in the amount of \$2,500 or greater require the approval by the Board of Commissioners.

EVALUATION: Approval of this resolution will allow encumbrance of funds approved in the FY13-14 budget and the eventual payment of services as billed.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that: the Department of Social Services Director is authorized to execute the above listed service contracts and purchase orders for FY13-14 in the amount of \$1,534,950.50.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Davis _____ Brown _____ Best _____ Daughety _____

Hill _____ Rouse _____ Sutton _____

Reuben J. Davis, Chairman

Date

ATTEST

Date

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 07/15/13 **ITEM NO. :** 20A.

RESOLUTION: NAMING NEW ROAD IN THE FALLING CREEK AREA

SUBJECT AREA: LEGAL-COMMUNITY DEVELOPMENT

ACTION REQUESTED:

The Board is requested to officially name a new road in the Falling Creek area, which has been created by the construction of the new section of C. F. Harvey Pkwy at the US70 Industrial Park. Attached to this resolution is a map of the area along with the Lenoir County Planning Board's recommendations, which reads as follows:

- **JACOB PARROTT RD**

HISTORY/BACKGROUND:

The construction of the new section of the C.F. Harvey Pkwy project at the US70 Industrial Park has created a new road extending west from the north end of existing Enterprise Blvd. On May 16th, 2013, the Planning Board held a public meeting to discuss the naming of the new road. All property owners affected by the change were notified and asked to submit names for consideration. The only name submitted for consideration was Jacob Parrott Rd. The Planning Board unanimously approved the above-referenced road name for recommendation to the Commissioners.

EVALUATION:

Staff and the Planning Board have discussed this subject and agree that the Planning Board recommendation for the new road name conforms to the County's Road Naming Ordinance and is the consensus choice for the area. The new road name was checked and approved by Emergency Management for duplicity and sound alike.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that the new road at the US70 Industrial Park, which has been created through the construction of the new section of C.F. Harvey Pkwy, shall be named as follows:

- **JACOB PARROTT RD**

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: DAVIS _____ BROWN _____ BEST _____ HILL _____

SUTTON _____ ROUSE _____ DAUGHETY _____

Reuben J. Davis, Chairman

07/15/13
Date

ATTEST 07/15/13
DATE

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 07/15/13 **ITEM NO.:** 20B.

RESOLUTION: NAMING NEW ROAD IN THE FALLING CREEK AREA

SUBJECT AREA: LEGAL-COMMUNITY DEVELOPMENT

ACTION REQUESTED:

The Board is requested to officially name a new road in the Falling Creek area, which has been created by the construction of the new section of C. F. Harvey Pkwy at the US70 Industrial Park. Attached to this resolution is a map of the area along with the Lenoir County Planning Board's recommendations, which reads as follows:

- **SANDERSON WAY**

HISTORY/BACKGROUND:

The construction of the new section of the C.F. Harvey Pkwy project at the US70 Industrial Park has created a service road from the existing eastbound lanes of US70. On May 16th, 2013, the Planning Board held a public meeting to discuss the naming of the new road. All property owners affected by the change were notified and asked to submit names for consideration. The names considered were Jacob's Way, Parrott Farm Rd, Sanderson Way, and Historic 70 West Dr. The Planning Board unanimously approved the above-referenced road name for recommendation to the Commissioners.

EVALUATION:

Staff and the Planning Board have discussed this subject and agree that the Planning Board recommendation for the new road name conforms to the County's Road Naming Ordinance and is the consensus choice for the area. The new road name was checked and approved by Emergency Management for duplicity and sound alike.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that the new service road at the US70 Industrial Park, which has been created through the construction of the new section of C.F. Harvey Pkwy, shall be named as follows:

- **SANDERSON WAY**

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: DAVIS _____ BROWN _____ BEST _____ HILL _____

SUTTON _____ ROUSE _____ DAUGHETY _____

Reuben J. Davis, Chairman 07/15/13
Date

ATTEST 07/15/13
DATE

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 07/15/13 **ITEM NO.:** 21

RESOLUTION: Approving the acceptance of an Agreement with NC Department of Transportation to assist in the acquisition/funding of right of way for the extension of Smithfield Way from Hill Farm Road (SR 1548) to US 258 North in Lenoir County.

SUBJECT AREA: Financial

ACTION REQUESTED: To approve acceptance of an agreement with the NC Department of Transportation for acquisition of right of way funding, totaling \$90,000 for the extension of Smithfield Way from Hill Farm Road (SR 1548) to US 258 north in Lenoir County

HISTORY / BACKGROUND: The 70 West Industrial Park has been in existence since 1989 and includes companies such as: Electrolux, Dopaco, Best Diamond, Affordable Care, Cummings Plastic Surgery Center, Hoover Custom Tops, Commercial AC Services, Tobacco Contractors, West Pharmaceuticals, Select Foods, Sanderson Farms and Smithfield Foods. Collectively these companies employ over 3,022 people and either receive or send out over 250 trucks daily. An additional route would relieve congestion around the Wal-Mart entrance on Hwy 70 and assist emergency responders leaving the new Fire Station located on Hill Farm Road.

EVALUATION:

The 70 West Industrial Park has had significant growth over the last 8 years. The increased traffic from new employee's and additional truck traffic along with the new Harvey Parkway has brought the need for additional ingress / egress for the Industrial Park. The increased traffic flow and congestion created on Hwy 70 by the Wal-Mart entrance also has created a concern for the ability of first responders respond in a safe and efficient manner. The extension of Smithfield Way to Hwy 258 north will help relieve some congestion and safety concerns.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT by the Lenoir County Board of Commissioners that the attached agreement with the NC Department of Transportation for acquisition of right of way funding in the amount of \$90,000 for the extension of Smithfield Way be approved.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: : DAVIS _____ BROWN _____ BEST _____

DAUGHETY _____ HILL _____ ROUSE _____ SUTTON _____

Chairman 07/15/13
Date

ATTEST 07/15/13
Date

**LOCALLY ADMINISTERED PROJECT – STATE
CONTINGENCY AGREEMENT**

DATE: 6/7/2013

NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION

AND

WBS Element: 49005

COUNTY OF LENOIR

AND

CITY OF KINSTON

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department," Lenoir County, hereinafter referred to as the "County," and the City of Kinston, hereinafter referred to as the "Municipality."

WITNESSETH:

WHEREAS, the parties have agreed to make certain improvements under WBS Element 49005 related to the future construction of Smithfield Way in Lenoir County in accordance with the plans and specifications approved by the Department; and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly including, but not limited to, the following applicable legislation: General Statutes of North Carolina (NCGS) Section 136-66.1, Section 136-66.3, Section 136-18, Section 20-169, Section 160A-296 and Section 297, to participate in the planning and construction of the Project approved by the Board of Transportation for the safe and efficient utilization of transportation systems for the public good; and,

WHEREAS, the Department, the County, and the Municipality have agreed that to determine the duties, responsibilities, rights and legal obligations of the parties hereto for the purposes of this Agreement; and,

WHEREAS, the parties to this Agreement have approved the acquisition of right of way with cost participation and responsibilities as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

SCOPE OF PROJECT

1. The Project consists of the acquisition of right of way, demolition, and clearance of utilities and structures for the future construction of Smithfield Way (SR 2021) from Hill Farm Road (SR 1548) to US 258 in Lenoir County (hereinafter called the "Project.")

RESPONSIBILITIES

2. The County is responsible for purchasing and acquiring all necessary right of way and/or permanent and temporary easements for the Project, and for removing any underground storage tanks, hazardous or contaminated materials and performing any required mitigation for such materials in the right of way.
3. The Municipality is responsible for all demolition and clearing in the right of way, including structures. The Municipality is also responsible for removing all utilities, whether City owned or not, including but not limited to storm, sanitary, water, gas, cable, power, fiber optics, telephone and any other utilities from the right of way. The Municipality will be responsible for obtaining any encroachment agreement for municipal utilities that will be located within the right of way.
4. Upon acquisition of the free and clear right of way, including the removal of structures and utilities, removal of any underground storage tanks, removal of hazardous or contaminated materials and completion of any required mitigation for such materials, the Department shall reimburse the cost of the right of way for the future construction of the Project in accordance with the Funding provisions of this Agreement and with the plans and specifications of said Project as filed with, and approved by, the Department.

COMPLETION

5. The County shall complete its responsibilities, including acquisition of the right of way and/or permanent and temporary easements and removal of any underground storage tanks, removal

of hazardous or contaminated materials and completion of any required mitigation for such materials, within 120 days from the date this agreement is executed.

6. The Municipality shall complete its responsibilities, including clearing the right of way, demolition of any structures, and removal of all utilities, within 120 days from the County's acquisition of the right of way and authorization from the County for the Municipality to begin its work.

FUNDING

7. Subject to compliance by the County and the Municipality with the provisions set forth in this Agreement, and the availability of funds, the Department shall reimburse the cost of the right of way up to a maximum amount of \$90,000. Costs which exceed this amount shall be borne by the County. Reimbursement to the County shall be made upon completion of the County's and Municipality's responsibilities herein, with approval of the invoice by the Department's Division Engineer and the Department's Fiscal Section.
 - A. The County may bill the Department for actual costs by submitting an itemized invoice and requested documentation to the Department. By submittal of said invoice, the County certifies that it has adhered to all applicable state laws and regulations as set forth in this Agreement.
 - B. In accordance with OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" (www.whitehouse.gov/omb/circulars/a133/a133.html) dated June 27, 2003, the County shall arrange for an annual independent financial and compliance audit of its fiscal operations. The County shall furnish the Department with a copy of the annual independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the County's fiscal year ends.
 - C. The County shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the County shall make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of final payment under this Agreement, for inspection and audit by the Department's Fiscal Section.

- D. The County agrees that it shall bear all costs for which it is unable to substantiate actual costs.
- E. Failure on the part of the County to comply with any of these provisions will be grounds for the Department to terminate participation in the costs of the Project.
- F. All invoices associated with the Project must be submitted within six months of the completion of the Project to be eligible for reimbursement by the Department.
- G. The Project must progress in a satisfactory manner as determined by the Department. If the Project does not remain active, the Department reserves the right to de-obligate said funding.
- H. The expenses incurred by the Department for reviews, approvals, inspections and other tasks set forth in this Agreement are an eligible Project cost and may be charged to allocated Project funding reducing the reimbursement available.

PLANNING AND DESIGN

- 8. The Department shall prepare the Minimum Criteria Determination Checklist and/or planning documents and obtain any environmental permits needed for the future construction of Smithfield Way (SR 2021) from Hill Farm Road (SR 1548) to US 258 in Lenoir County. If there are any contaminated soils, hazardous materials or other similar conditions, the County will be responsible for all costs associated with any remediation and assure that the remediation work is accomplished. Any contaminated soil will be the responsibility of the County, including but not limited to any environmental documents, permitting, coordination, removal, and mitigation. The County agrees to provide the right-of-way for Smithfield Way to NCDOT "clean" of contaminants and/or hazardous waste. All work shall be done in accordance with departmental standards, specifications, policies and procedures.

UTILITIES

- 9. The Municipality, without any cost or liability whatsoever to the Department, shall relocate and adjust all utilities in conflict with the future construction of Smithfield Way (SR 2021) from Hill Farm Road (SR 1548) to US 258 in Lenoir County. All utility work shall be performed in a

manner satisfactory to and in conformance with rules and regulations of the Department prior to beginning the future construction of Smithfield Way (SR 2021). The Municipality shall make all necessary adjustments to house or lot connections or services lying within the right of way or construction limits of the future construction of Smithfield Way (SR 2021) whichever is greater, regardless of ownership of the connections or services. Any encroachment agreements and/or permits required for the Project or future construction of Smithfield Way (SR 2021) must be provided to the Division Office. All work shall be performed in accordance with the Department's approved Utility Relocation Policy and standard procedures for utility improvements.

RIGHT OF WAY

10. The County shall be responsible for acquiring any needed right of way and/or permanent or temporary easements required for said Project and future the construction of Smithfield Way (SR 2021) from Hill Farm Road (SR 1548) to US 258 in Lenoir County. Acquisition of right of way shall be accomplished in accordance with applicable policies, guidelines, statutes and the North Carolina Department of Transportation Right of Way Manual. The County shall indemnify and save harmless the Department from any and all claims for damages that might arise on account of said right of way acquisition and/or permanent or temporary easements for the Project and the future construction of Smithfield Way (SR 2021).
11. The Municipality shall remove from said right of way all structures, obstructions and encroachments of any kind or character for the Project and the future construction of Smithfield Way (SR 2021) from Hill Farm Road (SR 1548) to US 258 in Lenoir County. The Municipality shall indemnify and save harmless the Department from any and all claims for damages that might arise on account of said removal, and construction easements for the said Project and future construction of Smithfield Way (SR 2021).
12. The County shall remove from said right of way any underground storage tanks, hazardous or contaminated materials and complete of any mitigation for these items that may be necessary to meet all applicable Federal, State and local laws. The County shall indemnify and save harmless the Department from any and all claims for damages that might arise on account of said removal and mitigation for the said Project and the future construction of Smithfield Way (SR 2021) from Hill Farm Road (SR 1548) to US 258 in Lenoir County.

TRAFFIC

13. All traffic operating controls and devices shall be established, enforced, and installed in accordance with the North Carolina General Statutes, the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, the latest edition of the "Policy on Street and Driveway Access to North Carolina Highways", and maintained and controlled by the Department upon completion of the Project.

MAINTENANCE

14. Upon completion of the Project, only those improvements within the state owned right of way shall be considered on the State Highway System and owned and maintained by the Department.

ADDITIONAL PROVISIONS

15. This Agreement is solely for the benefit of the identified parties to the Agreement and is not intended to give any rights, claims, or benefits to third parties or to the public at large.
16. It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency. By execution of this Agreement, the County and the Municipality certify that neither they nor their agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a governmental department or agency.
17. The County and the Municipality shall certify to the Department compliance with all applicable State laws and regulations and ordinances and shall indemnify the Department against any fines, assessments or other penalties resulting from noncompliance by the County and the Municipality or any entity performing work under contract with the County.
18. The County and the Municipality are solely responsible for all agreements, contracts, and work orders entered into or issued by the County and the Municipality for this Project. The Department is not responsible, for any expenses or obligations incurred for the Project except those specifically eligible in the terms of this Agreement. However, at no time shall the Department reimburse the County costs which exceed the total funding for this Project.

19. The County and the Municipality will indemnify and hold harmless the Department and the State of North Carolina, their respective officers, directors, principals, employees, agents, successors, and assigns from and against any and all claims for damage and/or liability in connection with the Project activities performed pursuant to this Agreement. The Department shall not be responsible for any damages claims, which may be initiated by third parties.
20. The Department must approve any assignment or transfer of the responsibilities of the County and the Municipality set forth in this Agreement to other parties or entities in writing.
21. All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.
22. By Executive Order 24 and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED that the approval of the Project by the Department is subject to the conditions of this Agreement and that no expenditure of funds on the part of the Department will be made until the terms of this Agreement have been complied with on the part of the County and the Municipality.

IN WITNESS WHEREOF, this Agreement has been executed, in triplicate, the day and year heretofore set out, on the part of the Department, the County, and the Municipality by authority duly given.

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

ATTEST: LENOIR COUNTY
BY: _____ BY: _____
TITLE: _____ TITLE: _____
DATE: _____

Approved by _____ of the County of Lenoir as attested to by the signature
of _____, Clerk of the _____ on
_____ (Date)

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL)

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

Lenoir County

ATTEST:

CITY OF KINSTON

BY: _____ BY: _____

TITLE: _____ TITLE: _____

DATE: _____

Approved by _____ of the City of Kinston as attested to by the signature of

_____, Clerk of the _____ on

_____ (Date

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL)

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

City of Kinston

DEPARTMENT OF TRANSPORTATION

BY: _____

(CHIEF ENGINEER)

DATE: _____

PRESENTED TO THE BOARD OF TRANSPORTATION ITEM O: _____

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 07/15/13 **ITEM NO.:** 22

RESOLUTION: Approving Citizens to Boards, Commissions, Etc.

SUBJECT AREA: Boards and Commissions

ACTION REQUESTED: Officially and publicly appoint various applicants to various vacancies on boards, commissions, task forces, etc.

HISTORY / BACKGROUND: The County Manager/County Clerk advertises vacancies on boards, commissions, committees, task forces, etc. The County Manager/County Clerk serves only clearinghouse functions with respect to the appointment process; no influence is exerted in this role. Commissioners are welcome to recruit applicants, or citizens may apply on their own free will.

EVALUATION:

The following Boards currently have existing vacancies/expiring terms.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Eastern Carolina Workforce Development	Keith Montgomery 1st Appearance	June 2015
North Carolina's Eastern Region	Craig Hill 1st Appearance	June 2017

CURRENT VACANCIES:

Lenoir County Health Board – (1) Optometrist

Lenoir County Planning Board – Districts One (1), Four (1)

MANAGER'S RECOMMENDATION:

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the following appointments are made:

BOARD/COMMITTEE/COMMISSION	APPLICANT/ CURRENT MEMBER	TERM EXPIRATION
Eastern Carolina Workforce Development	Keith Montgomery 1st Appearance	June 2015
North Carolina's Eastern Region	Craig Hill 1st Appearance	June 2017

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Davis _____ Brown _____ Best _____ Daughety _____

Hill _____ Rouse _____ Sutton _____

Reuben J. Davis., Chairman

07/15/13
Date

ATTEST

07/15/13
Date



July 2, 2013

Michael Jarman
County Manager
P.O. Box 3289
Kinston, NC 28502

Dear Mr. Jarman:

Thank you for the recent Board appointments of Bruce Parson and Debbie Beech Burrell to represent the private sector for Lenoir County. Unfortunately, we recently learned that Ms. Burrell has moved from the area and is no longer able to serve on our Board.

To fill this private sector vacancy, we are requesting that the Lenoir County Board of Commissioners consider appointing **Mr. Keith Montgomery, Human Resource Manager at West Pharmaceuticals**, who has agreed to serve on the Eastern Carolina Workforce Development Board.

Should you have any questions, please feel free to contact me at (252) 636-6901. Thank you for your continued support.

Sincerely,

Tammy Childers
Executive Director

cc: Mr. Keith Montgomery

June 19, 2013

Mr. Mike Jarman
Lenoir County Manager
Post Office Box 3289
Kinston, NC 28502

Dear Mike,

On June 30, 2013, the 4-year term for Mr. Craig Hill on North Carolina's Eastern Region Board will expire. Lenoir County may either reappoint Mr. Hill or appoint another representative to our Board. Please notify our office of your appointment decision by June 30, 2013 to ensure Lenoir County is adequately represented by our Board.

Sincerely,



John D. Chaffee
President & CEO

cc: Craig Hill

INTRODUCED BY: Michael W. Jarman, County Manager DATE: 7/15/13 ITEM NO. 24

RESOLUTION: Approving and Authorizing Purchase: One (1) used 2005 Volvo VHD Roll-Off Truck: Apex Equipment Company: \$79,900.

SUBJECT AREA: Purchases - Bids

ACTION REQUESTED: The Board is requested to approve the purchase of one (1) used 2005 Volvo VHD roll-off truck from Apex Equipment Company of West Palm Beach, Florida, at a cost of \$79,900.

HISTORY/BACKGROUND: The landfill maintains a fleet of three (3) over-the-road roll-off trucks that are used daily to transfer waste from the convenience sites located throughout the county to the landfill and to haul recyclables to a designated, approved recycler. The fleet consists of two Sterling roll-off trucks with approximately 120,000 miles and a 2000 Volvo with close to 400,000 on the odometer. The Volvo has been used as the back-up truck, but has been in the shop in need of a new engine and other major repairs for some time. After evaluating different purchase options over the past year, new or used equipment, management decided that the purchase of a used Volvo VHD roll-off truck was the best option. Apex Equipment Company is a used roll-off truck dealer that performs an extensive 210 point inspection on each used truck and refurbishes engines, transmissions, hydraulics, and interior components. Then, an independent Federal D.O.T inspection is performed on each unit. Apex offers, at no additional charge, a 2 year-200,000 mile drive-train warranty on each truck sold.

EVALUATION: The landfill operates a fleet of over-the-road vehicles. Landfill operations must continue even when equipment is inactive due to mechanical breakdowns. A back-up truck is essential to smooth daily operations. Management has determined that the purchase of a used Volvo VHD roll-off truck from Apex Equipment Company is the best option for the landfill. Apex Equipment Company is a used roll-off truck dealer that performs an extensive 210 point inspection on each used truck and refurbishes engines, transmissions, hydraulics, and interior components. Then, an independent Federal D.O.T inspection is performed on each unit. Apex offers, at no additional charge, a 2 year-200,000 mile drive-train warranty on each truck sold.

Approval of this resolution will allow for the encumbrance of funds and payment to the contractor upon delivery of the equipment.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval. _____

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the purchase of one (1) used 2005 Volvo VHD roll-off truck from Apex Equipment Company of West Palm Beach, Florida, at a cost of \$79,900 is approved and the Landfill Director is authorized to execute all contract documents related to the purchase.

Funding Source: Landfill Fund
 Capital Outlay-Equipment 66-4720-5100

AMENDMENTS:

MOVED _____ **SECONDED** _____

APPROVED _____ **DENIED** _____ **UNANIMOUS**

Yea Votes: Davis _____ **Brown** _____ **Best** _____ **Daughety** _____ **Hill** _____

Rouse _____ **Sutton** _____

Reuben J. Davis, Chairman

Date

Attest

Date